



DISTRICT 1175

THE ROTARY CLUB OF ST. COLUMB

PRIVACY NOTICE

We, the members of the Rotary Club of St. Columb, promise to respect the confidentiality of any personal data you share with us, or that we have access to, and to keep it safe, and we will always take every effort to protect your privacy.

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn't reasonably expect.

We collect information from you in the following ways

When you give it to us directly either verbally or in writing or by email, for example when we ask for sponsorship or entry fees for an event.

When you give it to us indirectly for example via a website receiving entries for an event.

What personal information we collect and how we use it

We will only ever capture the minimum amount of information that we need to in relation to your sponsorship, donation or services that you provide to us or we provide to you and we promise to keep your information secure. The personal data we will usually collect is:

Your name

Your contact details

Details of the sponsorship, donation, entry, service or product

Where it is appropriate, we may also ask for additional information such as your age

How we will use your data

We will use your personal data for the legitimate interest of conducting our Rotary Club activities, these will include:

Administering your sponsorship, donation or event entry.

Providing you with the services, products or information you asked for

Keeping a record of your relationship with us

To understand how we can improve our services or information

In any other way we may describe when you provide the information

For any other purposes with your consent

Sensitive information

We do not collect any personal information classified as 'sensitive' under GDPR.

Data Sharing

In the course of our legitimate activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with services or host our applications such as a website collecting entries for an event or a company providing services to an event such as timing services.

Sharing with third parties

We will never commercially sell your personal data to anyone else.

We will only ever share your personal data in other circumstances, not listed above, if we have your explicit and informed consent at the time of collection. However, we may need to disclose your details if required to the police or other agencies, for example HMRC, regulatory bodies or our legal advisors.

How we keep your information safe and who has access to it

Your information will only be kept by the member or members of our Rotary club who deal with your sponsorship, donation or event entry. It will be kept either on paper which will be stored securely at their home or place of work or on a personal computer which is password protected and kept at their home or place of work, it will not be stored by another service away from the home or place of work.

How long we retain your information and how we keep it up to date

We will only keep your information for as long as we need it to assist you with your sponsorship, donation, event registration or other services associated with our Rotary club. However, we would wish to keep your contact details so that we can continue to inform you of future events or activities run by the Club which may be of interest to you. We will only do this if you give your consent to the Club holding and using your details in this way.

There are statutory timescales on how long we should keep your information, for example, financial records must be kept for 7 years and information associated with Health & Safety for three years after an event. We shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner unless you have consented to our continuing to hold your information.

Your rights

The General Data Protection Regulations give you certain rights and these are listed below for your convenience, further clarification of your rights is available on the Information Commissioners website

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You can request a copy of the information which we hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing by letter and addressed to the Secretary, St. Columb Rotary Club, C/o the Ring O'Bells, St. Columb, TR9 6AT, enclosing two proofs of identification. Applicants should be aware that where requests are manifestly unfounded or excessive, in particular because they are repetitive, the Rotary Club of St. Columb can:
 - charge a reasonable fee taking into account the administrative costs of providing the information;
 - or
 - refuse to respond.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.

We collect and process your personal data through legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonably expect us to.

Changes to this privacy notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear by notifying you directly.

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact the Secretary of the Rotary Club of St. Columb, details above. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire, SK9 5AF