



## **ROTARY CLUB OF MOUNTS BAY Privacy Notice**

The Rotary Club of Mounts Bay (MBRC) promise to respect the confidentiality of any personal data you share with us, or that we have access to through Rotary in Great Britain and Ireland (RIBI) and Rotary International (RI), to keep it safe, and we will always take every effort to protect your privacy.

### **Who are we?**

The Rotary Club of Mounts Bay (MBRC) is the data controller (contact details below). This means it decides how your data is processed and for what purposes.

### **Personal Data – What is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

### **We collect information in the following ways:**

#### **When you give it to us DIRECTLY**

There are many ways you may give us your information. For example, when you join as a member, begin volunteering, make a donation, or communicate with us either by phone, in writing, including email or in person. We are responsible for your data at all times.

#### **When you give it to us INDIRECTLY**

Your information may be shared with us by independent organisations, for example sites like Virgin Money Giving or BT MyDonate or other such services. These independent third parties will only share your information when you have consented. You should check their Privacy Notice when you provide your information to understand fully how they will process your data.

#### **Via Social Media**

Depending on your settings or the privacy notices for social media and messaging services like Facebook, WhatsApp, LinkedIn or Twitter, you might give us permission to access information from those accounts or services.

#### **Via information available publicly**

This may include information found in places such websites (club, district, action groups etc), Companies House and information that has been published in articles/newspapers.

#### **Cookies**

Like most websites, we use "cookies" to help us make our site, and the way you use it, better. We do not store any personal data in the cookies that we use.

Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

### **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 membership, donation or services 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
- Your date of birth
- Your bank or credit card details (as relevant to the service provided)
- Details of the enquiry

Where it is appropriate, we may also ask for additional information

### **How we will use your data**

MBRC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes, where the term "maintain" shall also mean process as defined by the GDPR regulations as and when this is necessary:

- To enable us to run events and activities;
- To fundraise for charitable purposes;
- To manage our volunteers;
- To maintain records of members' and volunteers' personal abilities and skills;
- To maintain the club accounts;
- To maintain club membership records, which includes from time to time passing information required by the governing bodies of Rotary Clubs in the UK, being: Rotary International in Great Britain and Ireland (RIBI), the Rotary Foundation United Kingdom (RFUK) and the RIBI Donations Trust as well as internationally either directly or through RIBI to Rotary International (RI) and Rotary Foundation, both located in the USA; and
- To inform you of news, events, activities and services run by the Club, or by others which we think may interest you, either by post, telephone or e-mail as appropriate.

### **Sensitive information**

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

### **Interact, Rotakids and under 18's data**

We do not collect information from under 18's. Data relating to all Interact and Rotakids clubs is held by the schools in which they are located.

### **What is the legal basis for processing your personal data?**

Your explicit consent to us allowing us to use your personal data for the purposes described above.; or Processing is necessary for carrying out legal obligations.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Club in order to carry out the purposes above. Subject to the above clause, we will only share your data with third parties with your consent.

### **How long do we keep your personal data?**

We keep data until we believe you no longer wish to be involved with the purposes above or you tell us you no longer want us to hold it.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which MBRC holds about you;
- The right to request that MBRC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for MBRC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability, (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable); and
- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Sharing within the Rotary organisation**

The Rotary organisation is made up of Rotary International, The Rotary Foundation (TRF), Rotary International in Great Britain and Ireland, the Rotary Foundation United Kingdom (RFUK) and the RIBI Donations Trust.

When you give information to us it will be shared within the wider organisation to facilitate your membership or donations and to provide the service afforded to you as part of that membership/donation. We will ensure that data processing agreements, compliant to GDPR, are in place before sharing your data within the wider organisation.

Rotary clubs and districts within Rotary International in Great Britain and Ireland are data processors for some of your personal information associated with your membership and will process your data in accordance with the RIBI privacy notice. Clubs and districts also collect personal data for their individual club and district activities and are therefore also independent data controllers. This means they are also legally responsible for protecting your data under GDPR legislation whilst in their safekeeping and will have their own privacy notices in this respect.

### **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, other agencies, for example HMRC or other regulatory bodies.

### **Changes to this privacy notice**

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website ([langleyparkrotary.uk/privacy-policy](http://langleyparkrotary.uk/privacy-policy)) or if you are a member of the Rotary Club of Mounts Bay we will notify you directly.

### **Contact Details**

To exercise all relevant rights, raise queries or make complaints please in the first instance contact the Club Secretary at

You can contact the Information Commissioners Office on 0303 123 1113 or via email by [clicking here](#) or by post to the Information Commissioner's Office, the current address being available via their website by [clicking here](#).

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Rotary Club of Mounts Bay  
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