

Rotary Club of Warwick Avon

Privacy Policy

As required by the General Data Protection Regulations (GDPR), this document explains how we use data about living individuals.

Why do we need your information?

To enable communication between members, manage the business of the Club and compile a historical record for the Club archives.

Whose data do we collect?

We hold data on all Active, Honorary and former members together with limited data on people who are friends of Rotary.

How we obtain your data?

Most of the information we hold about you has been provided directly to us by you. Members of the Club are deemed to have given permission to collect and hold their data by having applied, and been accepted, for membership.

Those deemed to be a friend of Rotary are specifically asked for their permission to collect and hold their personal data.

What data do we collect and store, and why?

Full name, address, telephone number(s) and e-mail address: to enable contact to be maintained.

Date of birth (members only): to enable age profiles to be determined which are used to achieve a balance in membership and determination of the club programme and participation in projects.

Name of spouse or partner (members only): A keynote of the club is fellowship, and this is an essential courtesy when contacting members as the telephone or door might be answered by the spouse or partner and it eases the flow of conversation and makes them feel welcome at social events.

Key Dates: Including when inducted as a Rotarian, served as President, Secretary or Treasurer; nominated as a Paul Harris fellow presented with a long-service certificate.

With whom do we share data?

The Club is a constituent part of Rotary International, Rotary International Great Britain and Ireland and District 1060. Data on members and former members shared with those bodies is name, address, telephone number(s), e-mail address, date of birth and date of becoming a member of the Club.

Who holds the data?

The Club database is held and maintained by the Club Secretary.

Smaller database containing only the name, address, telephone number(s), e-mail address and name of spouse or partner is maintained by the Rotarian nominated as the compiler of the Club Handbook and the nominated Liaison Officer.

Note: Members' personal data kept on an electronic device by anyone other than the three officers referred to above is the responsibility of the person keeping the data and they must ensure that they abide by the requirements of the General Data Protection Regulations (GDPR)

How safe is the data?

The databases are kept electronically and can only be accessed by the owner of the password. Personal details are never sent by e-mail. E-mails to multi-recipient members are always sent by blind carbon copy (bcc). The printed list of members in the Club Handbook is prefaced by an injunction that the information is to be used solely for Rotary purposes, not to release the information to non-club members and to destroy the document at the end of each Rotary year.

Members Handbook

Before publishing your postal address and the name of your spouse/partner in the Members Handbook we will seek your written permission.

Document History:

Compiled: 2018.

Approved by Club Council on 14.08. 2018