

Rotary International in Great Britain & Ireland General Data Protection Privacy Policy Notice

Rotary International in Great Britain and Ireland (“we”) promise to respect the confidentiality of any personal data you share with us, 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.

It is expected that club and district officers may also process member personal data on behalf of Rotary International in Great Britain and Ireland and the Rotary organisation and they too will also be bound by this privacy notice.

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, purchase our products or communicate with us either by phone, in writing, including email or in person. We are responsible for your data at all times.

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.

Cookies

This website does not use cookies

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
- Allergy, health diet information to enable us to ensure your safety and well being whilst at RYLA
- Type of work or learning to ensure maximum benefit when arranging teams
- Name and number of next of kin in case of an emergency during the RYLA week

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

How we will use your data

We will use your personal data for the legitimate interest of conducting core business activities, these will include:

- Administer your RYLA involvement

- Provide you with the Personal & Leadership development as indicated for RYLA
- Communicating organisational messages and information to candidates, sponsors & mentors
- Facilitate the objectives of RYLA
- Providing information and updates to district and club officers, sponsors & mentors
- Understand how we can improve our services, products 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 on members classified as 'sensitive' under GDPR.

Interact, Rotakids and under 18's data

We do not collect information from under 18's.

Recording Telephone Calls

We do not record telephone calls

Data Sharing

1) Our service/host providers

We do not share personal data to any organisation outside Rotary, and internally only with your permission.

2) Sharing within the Rotary organisation

When you give information to us it will be shared within the wider organisation to facilitate your involvement in RYLA, and to provide the service afforded to you as part of RYLA. 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 attending RYLA, 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.

3) 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, regulatory bodies or our legal advisors.

4) Email communications

All group email communications are via blind copies and therefore recipient information unavailable to third parties.

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

We ensure that there are appropriate physical and technical controls in place to protect your personal details. For example, confidential paper records are securely stored, our online forms are encrypted and our network is protected and routinely monitored. Confidential paper waste is shredded at our premises by on-site secure document disposal contractors.

Access is restricted to the District 1080 Chair and the registration and Administrator.

We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

Where we store your information

Your personal information will be hosted securely within the UK or the EU by Rotary International in Great Britain & Ireland.

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 with your RYLA candidacy, and follow up. There are statutory timescales on how long we should keep your information, for example, gift aid transactions must be retained indefinitely, employment records for 6 years after an employee leaves, financial records must be kept for 7 years, 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.

Your rights

The General Data Protection Regulations gives 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 have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. You can also 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 or email, and addressed to the RYLA District 1080 Chair, contact details shown below, enclosing two proofs of identification. Applicants should be aware that where requests are manifestly unfounded or excessive, in particular because they are repetitive,

RYLA 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.

In certain situations, these rights may not apply, for example if you are a valid candidate we will need to communicate with you about your involvement and those services afforded to you as part of that involvement.

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.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

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 on our website www.rotarygbi.org or by notifying you directly.

Our contact details

RIBI General Secretary
Rotary International in Great Britain and Ireland
Kinwarton Road
Alcester
Warwickshire
B49 6PB

Tel: 01789 765411

Email: secretary@rotarygbi.org

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact the RIBI General Secretary, details above. If you are still unhappy you may contact the following:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or +44 1625 545 745

[This privacy notice was last reviewed and updated 29 March 2018]

For details about the Rotary International privacy notice please [click here](#).