

The Rotary Club of Horsham Privacy Policy

The Rotary Club of Horsham (we) (us) promise to respect the confidentiality of any personal data you share with us by keeping it safe and by always taking 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 are responsible for your data at all times.

Developing a better understanding of our members, beneficiaries, event partners and donors is crucial, and your personal data allows us to manage our membership and to provide a service to our community and the world at large that is in keeping with Rotary ethics and ideals that can be seen at **Rotary Guiding Principles**

Selected members may also process your personal data on behalf of The Rotary Club of Horsham to administer the matter to which that data is related and they too will as individuals 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 with us a friend of Rotary, make a donation or communicate with us either by phone, in writing, by email or in person regarding events we are running or from requests directly from you or an organisation nominated by you.

When you give it to us indirectly

Your information may be shared with us by independent organisations, for example Age UK, CAB, Y Centre or other such services. These independent third parties should 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 as websites (Rotary, charities, action groups etc.), and information that has been published in blogs, articles or 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. Our website is hosted and maintained by ClubRunner.

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.

In addition, the type of device you're using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you're using, what your device settings are. Your device manufacturer or operating system provider will have more details about what information your device makes available to us and you should check how your device or system provider operates.

The type and quantity of information we collect and how we use it depends on why you are providing it. You should be able to control what cookies are placed on your device through your browser settings. Go to **about cookies** to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

Our website host, ClubRunner, uses Google Analytics to analyse the use of our website by generating statistical and other information. This is detailed in their Privacy Statement.

Details captured during your visit to our website may include, but are not limited to, traffic data, location data, weblogs and other communication data and the resources you access. However, all data collected is anonymous and will not identify you as an individual.

To opt out of being tracked by Google Analytics across all websites visit their website [here](#)

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, event partnership 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 (to a level of necessity only)
- Your date of birth (If required)
- Your bank or credit card details (as relevant to the service provided)
- Details of the enquiry or service

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 our activities, these will include:

- Providing services, guidance or information to Rotary for their general activities, including Disclosure and Barring Service checks (Club Members Only)
- Communicating organisational messages and information to members, Rotary District and club officers (Club Members Only)
- Preparation of Rotary Club Handbooks and secure online website listing (Club Members Only)
- Administer club membership and private third party donations, including processing Gift Aid
- Providing the services, assistance or information you asked for
- Keep a record of your relationship with us
- 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 the General Data Protection Regulations except for that detailed below.

We do receive personal information of a sensitive nature by those making applications for assistance to our 'Making a Difference' scheme; this information is provided voluntarily by the person or organisation making the application for help. This sensitive information is used to assess the amount of help needed and to assist in satisfying the request of help from the person or organisation who supplied the information. Any sensitive information provided with the application for help to our 'Making a Difference' scheme will only be seen by the small group of Rotary club members who administer the scheme on behalf of the club and it will be securely destroyed within 30 days of the request being satisfied. Only the names of 'Making a Difference' scheme applicants and their emails will be securely kept on file for accounting purposes. This information is securely held in encrypted files on computers protected with passwords, firewalls and anti-virus software at all times.

Interact and under 18's data

We do not collect information from under 18s. Interact Clubs are managed through the identified Rotarian member and the appointed school or college adult contact. Where instructed to do so by a school or college we may communicate through the school or college internal email system but not by any other means. Communication with other groups we support and work alongside that contain under 18s such as Scouting and Girl Guide groups and other youth organisations will be carried out between the identified Rotarian member responsible and the respective groups adult leader or nominated adult person.

Data Sharing

1) Our service or host providers

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/software that you may access, for instance:

- Clubrunner – our web site host, their privacy policy can be viewed [here](#)
- MailChimp – communication mailing software service provider, their privacy policy [here](#)
- Tree Top Design & Print - Our printer, their privacy policy [here](#)
- Banking organisations – those that provide our banking/payment services
- Heart Internet – the Rotary International in Great Britain & Ireland template database, Data Management System (DMS) and secure hosting service provider (Club Members Only)
- HMRC – for Gift Aid details
- Rotary International (Club Members Only)
- The various email providers of our individual members who communicate on our behalf with persons and organisations in carrying out the activities of the club.

We will ensure that data processing agreements, compliant to GDPR, are in place before sharing with, or giving access to, your data with any of our service or host providers. We will also ensure that all of our members and any non-members, be they volunteers or employees, who act as a data processor on our behalf do so in accordance with our privacy policy.

2) 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 and other agencies, for example HMRC, regulatory bodies or our legal advisers.

Links to other sites

Our website may at times contain links to other websites of organisations and charities that we support or work with. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

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. We will undertake regular reviews of who has access to information that we hold to ensure that your personal information is only accessible by the appropriate Rotary members and our service/host providers.

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 club members information

Club members' personal information will be hosted securely within the UK or the EU by Rotary International in Great Britain & Ireland (RIBI). However, Rotary International (RI) runs its operations outside the European Economic Area (EEA) and although they may not be subject to the same data protection laws as organisations based in the UK, RIBI will take steps to make sure RI provide an adequate level of protection in accordance with UK data protection law. By submitting your Club Members' personal information to us you understand your personal data will be transferred, stored and processed at a location outside the EEA. You can view the RI privacy notice by visiting their [website here](#)

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 enquiry, process your membership, donation, event registration or other services associated with us. There are statutory timescales on how long we should keep certain categories of your information, for example, financial records must be kept for 7 years and information associated with Health & Safety for 3 years after an event. In these cases we shall delete your information according to these statutory limits.

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 Commission 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. The application should be made in writing, by letter or email, and addressed to the Club Secretary, Horsham Rotary Club, contact details shown below, enclosing two proofs of identification.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing, automated decision making or profiling.

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 reasonable expect us to. You can opt out of our general mailings at any time by informing us using the 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.horshamrotary.org.uk

Our Contact Details:

Club Secretary
The Rotary Club of Horsham
c/o Roffey Park Institute
Forest Road
Horsham
West Sussex
RH12 4TB
Tel: 0845 299 6606
Email: Secretary@horshamrotary.org.uk