

## HARPENDEN VILLAGE ROTARY CLUB

### PRIVACY NOTICE FOR MEMBERS AND ASSOCIATED PARTIES

This notice is issued in accordance with the Data Protection Act 2018.

#### General

HVRC (we) have an obligation to inform all members, associated parties and others on whom we hold data (you) that we keep personal information about you which we manage as described in this privacy notice.

#### Members

Personal information is collected for the purpose of communicating with you and compiling key data about HVRC. This will include

- Name\*
- Full date of birth
- Postal address\*
- Telephone number(s) (landline and/or mobile)\*
- E-mail address(es)\*
- Partner's name\*
- Bank details which you have provided for payments.

The information held will also include some or all of the roles and dates thereof that you undertake and have undertaken for HVRC, together with membership start dates.

Information marked \* will be held as a list of current members and will be made available to members in electronic form, together with the professional classification registered with your membership application.

HVRC, as a member of Rotary International (RI) and Rotary in Great Britain and Ireland (RGI) is obliged to provide the personal information of its current members to RGI through an on-line Document Management System ("DMS"). This data processing is undertaken by the HVRC Secretary or Assistant Secretary. DMS then passes on this personal information to other RI systems. The RGI privacy notice at <https://www.rotarygbi.org/privacy-policy> provides more information.

Members are able to control the amount of their personal information disclosed to other members of RI by the DMS, by setting their own privacy levels. Details of how to do this are shown in the DMS.

#### Associated parties

Associated parties are defined as

- Spouses and partners of members
- Past members
- Prospective members
- The spouses and partners of deceased members
- Associate members

Personal information is collected for the purpose of communicating with you and ensuring that you are kept informed of appropriate activities. This will include some or all of the following

- Name
- Postal address
- Telephone number(s) (landline and/or mobile)
- E-mail address(es)

For past members, we will also hold data on dates of birth, roles you have had in HVRC, and the dates thereof, together with the dates, and the reasons, for your leaving the club

#### Storing and processing of personal information

We cannot operate without storing and processing the personal information as described above and we have a 'legitimate interest' in doing so. This constitutes the lawful basis for HVRC to use your personal information as described in this privacy notice, and this does not require your consent, unless you are a non-member. You can challenge whether we do have this lawful basis but, should such a challenge succeed in an individual case, membership of, or contact with, HVRC cannot be sustained.

We provide a group email facility which sends emails to those in the lists of current members and alumni without disclosing those email addresses. Emails to and from these group email facilities can only be sent or received by the members of that group.

Additional personal information may be relevant for HVRC to hold, such as information on health, your photograph, partner's name and email address, but this requires you or your partner's consent for its storage, processing and use.

#### External relationships

We also have relationships with other individuals or organisations. Information will be retained only to communicate with such individuals and organisations. This will be the minimum necessary for this purpose.

We will seek your explicit consent to hold your information for a period of no more than four years, after which it will be destroyed.

#### Collection and disposal of information

All personal information will be

- Collected only from you and not from any other source
- Held securely
- Used only for the specific purposes for which it is collected
- Disposed of securely when no longer required

Any information about you that comes into our possession from any other source will not be kept or used unless we have your consent.

The information we hold will not be used for any purpose other than as set out in this privacy notice and will not be shared with, exchanged with, passed on to, or sold to any third party without your consent.

When so required we will destroy your personal data in a way that ensures it cannot be recovered.

### Rights

You have the right to request a copy of the personal data we hold on you. You have the right to ask us to rectify incorrect or incomplete information. You have the right to request us to delete or stop using this information. The latter courses of action will terminate our relationship with you. All of these rights, subject to any lawful requirement to otherwise retain your data (for example gift aid declarations) will be actioned by us within 1 month of our receiving your instruction.

You have the right to lodge a complaint with the Information Commissioners Office if you believe we have not carried out our DPA responsibilities satisfactorily. Go to <https://ico.org.uk/make-a-complaint/>

We may be contacted at any time by writing to The Secretary, Harpenden Village Rotary Club, c/o Aldwickbury Park Golf Club, Piggottshill Lane, Harpenden, Hertfordshire, AL5 1AB or by emailing [hvrc.sec@btinternet.com](mailto:hvrc.sec@btinternet.com).