

HARPENDEN VILLAGE ROTARY CLUB

PRIVACY NOTICE

General

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

HVRC (we/us/our) have an obligation to inform members and others on whom we hold data (you/your) that we keep personal information about you which we manage as described in this privacy notice.

Members' personal information

Personal information is collected for the purpose of communicating with members and compiling data about HVRC. This will include each member's:

- Name*
- Full date of birth
- Postal address*
- Telephone numbers; landline and mobile*
- E-mail address(es)*
- Partner's name*
- Professional classification*
- Start date of membership*
- Bank details provided for payments
- Roles undertaken for us.

Others' personal information

Others are defined as:

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

Personal information of others is collected for the purpose of communicating with them and ensuring that they are kept informed of appropriate activities. This will include their:

- Name
- Postal address
- Telephone numbers; landline and mobile
- E-mail address(es)
- For past members, their reasons for leaving the club

Where you provide information on your partner or spouse, you are responsible for obtaining their permission to provide it and for it to be processed as described in this policy.

Storing and processing of personal information

We cannot operate without storing and processing your personal information. We have a 'legitimate interest' in doing so. This constitutes the lawful basis for HVRC to hold and process your personal information and this does not require your consent, unless you are a non-member. Should you challenge this lawful basis successfully, HVRC cannot be sustained.

Information marked * above will be held on a list made available to members in electronic form securely.

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

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

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.

External relationships

We also have relationships with other individuals or organisations with which information may need to be shared. In such instances your permission will be obtained.

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.

While you are associated with HVRC in any way, we will hold your data. On termination of that association, we will hold your data for a period of four years, after which it will be deleted. In destroying data, we will ensure that 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, which course of action will terminate our relationship with you. All of these rights, subject to any lawful requirement to otherwise retain your data will be actioned by us within 1 month of our receiving your instruction.

You have the right to complain to 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 by writing to The Secretary, Harpenden Village Rotary Club, c/o Aldwickbury Park Golf Club, Piggottshill Lane, Harpenden, AL5 1AB or by emailing hvrc.sec@btinternet.com.