

THE ROTARY CLUB OF LINCOLN PRIVACY NOTICE

(including the use of cookies)

The Rotary Club of Lincoln (The Club) promises to respect the confidentiality of any personal data you share with us, or that we have access to through Rotary International in Great Britain and Ireland (RIBI) or Rotary International (RI), to keep it safe and always take every effort to protect your privacy. For the purposes of this privacy notice, The Rotary Club of Lincoln also includes The Rotary Club of Lincoln Benevolent Fund (Charity No. 500156).

The Club prides itself on its honesty and openness and will always be clear how, when and why we collect and process your personal data; we promise we will never do anything with your details that you would not reasonably expect.

The Club does not collect personal data in the public area of its website. If you do contact us about membership or a specific event we will only record your name and the contact details you give us, including any business details relevant to the enquiry. These details will only be retained by us while you are a member of The Club or for the duration of the event for which communication is made. We may wish to contact you about future events relevant to you for which we would request your formal consent to retain your data solely for such purpose as communicated to you.

Your personal data will not be passed to third parties unless you request us to do so in writing (email acceptable).

Personal data will only be kept for as long as it is relevant to The Club either as a member or for the duration of the event for which the details are given to us, save that if you consent to do so we may retain your personal data for future relevant events to be communicated to you.

You may ask to see the personal data we hold for you and request alterations or updates at any time.

You may request us to delete your personal data held by us if you are not a member of The Club.

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; donate; or communicate with us either by phone, in writing (including email) or in person. We are responsible for your data at all times.
- **When you give it to us Indirectly:**
Your information may be shared with us by independent organisations such as on-line donation sites or other such services linked to The Club. These independent third parties will 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 such as 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 (club, district, action groups etc), Companies House and information that has been published in articles/newspapers.

What personal information we collect

We will only ever capture the minimum amount of information that we need in relation to your membership, donation or enquiry 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 (club members only);
- Your enquiry details;
- Your project details (grant applicants only);
- Your bank details (club members and successful grant applicants only); and
- Where it is appropriate, we may also ask for additional information.

Individual members of The Club are responsible for keeping their own personal data up to date and have access to the RIBI Data Management System (DMS) or My Rotary on the RI website for this purpose. In addition, where necessary, the designated Officers of The Club will keep your information accurate and up-to-date for the purposes of managing finances due to and from The Club.

How we process your personal data

The Club complies with its obligations under the General Data Protection Regulations (GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

The Club uses your personal data for the following purposes as defined by the GDPR regulations:

- To enable it to run events and activities;
- To fundraise for charitable purposes;
- To manage its volunteers;
- To maintain records of members' and volunteers' personal abilities and skills;
- To maintain The Club accounts and records, including the processing of Gift Aid applications;
- To maintain club membership records, which includes from time to time passing information required by the governing bodies of Rotary Clubs in the UK, being: Rotary International in Great Britain and Ireland (RIBI), The Rotary Foundation United Kingdom (RFUK) and the RIBI Donations Trust as well as internationally, either directly or through RIBI, to Rotary International (RI) and The Rotary Foundation (TRF); both of these are located in the USA;
- To maintain a directory of club members solely for the use of other club members; and
- To inform you of news, events, activities and services run by The Club, or by others which we think may interest you, either by post, telephone or e-mail as appropriate.

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.

Cookies mean that a website will remember you. They are 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 are using to access our website or apps, and the settings on that device, may provide us with information about your device, including (but not limited to) what type of device it is, what specific device you have, what operating system you are using and what your device settings are. Your device manufacturer or operating system provider will have more details about what information your device makes available to websites.

Rotary uses Google Analytics to analyse the use of its websites by generating statistical and other information.

Details captured during your visit to The Club website will 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.

Google, and not The Club, stores this activity information. You can view Google’s privacy notice at <http://www.google.com/privacypolicy.html>

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>

Sensitive information

We do not collect any personal information on members classified as ‘sensitive’ under GDPR.

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.lincolnrotary.org.uk or by notifying you directly.

Our contact details

To exercise all relevant rights, raise queries or make complaints please contact the Club Secretary in the first instance at secretary@lincolnrotary.org.uk or write to:
The Secretary, The Rotary Club of Lincoln, The County Assembly Rooms, 76 Bailgate, Lincoln LN1 3AR

You can contact the Information Commissioners Office on 0303 123 1113 or via email at casework@ico.org.uk or by post to the Information Commissioner’s Office; their current address is available via their website at <https://ico.org.uk>

You can see the full RIBI Privacy Policy at www.rotarygbi.org/privacy-policy/

[This document was last reviewed and updated 25th May 2018]