

Rotary Club of Lyme Regis and the Rotary Club of Lyme Regis Trust

(“we”/”us”/”club”) promise to respect the confidentiality of any of your personal data that is shared with us, or that we have access to through the Rotary District 1200, Rotary International in Great Britain & Ireland (RIBI) (including The Rotary Foundation of the United Kingdom [RFUK]), or Rotary International (RI) (including The Rotary Foundation [TRF]), 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 data; we promise we will never do anything with your data that you wouldn't reasonably expect.

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, 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, for example sites like Virgin Money Giving or PayPal or other such services. These independent third parties will only share your information when you have consented. You may wish to check their Privacy Notice when you provide your information to understand 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, etc., you might give us permission to access information from those accounts or services.

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 may collect might include: Your name; Your contact details (address, email and telephone number as appropriate); Details of the enquiry, service or product.

If, at any time, we require additional information, we will always make clear to you at the time why such personal information is requested and this will be treated in the same careful and confidential manner.

How we will use your data

We will use your personal data only for the legitimate interest of conducting Rotary activities consistent with the reason for your providing the information to us, these will include:

- Administer your enquiry, or donation, including processing Gift Aid where applicable
- Provide you with the services, products or information you would reasonably expect to receive as part of your enquiry.
- Providing services, products, guidance or information for the purpose of undertaking activities.
- Communicating messages and information to you.

- In any other way we may describe when you provide the information
- For any other purposes with your consent

Data on Persons under 18.

We do not collect information from under 18's without the consent of their parent/guardian.

Data Sharing

1) Rotary Clubs, Districts etc

In the course of our legitimate club activities, there may be a need for us to share, or give access to, your personal data to other Rotary bodies:

- Rotary district 1200
- Rotary International, including TRF
- Rotary International in Great Britain & Ireland, including RFUK
- HMRC - for Gift Aid administration details.

On occasion, when the club collects your data for our individual activities (such as an event requiring personal information for registration) and if that activity is being conducted in association with other Rotary clubs we may share your data with these other clubs. In such cases we will ensure your data is protected in the same manner as if it were being used only by the Rotary Club of Lyme Regis.

2) Sharing with third parties

We will never sell your personal data to anyone else.

We will only ever share your personal data in 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 by the police, other law enforcement agencies or government agencies as obliged by law, for example HMRC, regulatory bodies, or our legal advisors.

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

We will ensure that there are appropriate physical and technical controls in place to protect your personal details. We will inform you if any breach in our security is detected which might result in your data being seen by or obtained by a third party not secured by agreements as listed above:

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, donations, or activities / event. There are statutory timescales on how long we should keep your information depending on what it is and we shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner, or guidance issued at the time the personal information is collected.