

## HADDENHAM and DISTRICT ROTARY: PRIVACY NOTICE

Haddenham and District Rotary may collect personal information about you. This Privacy Notice sets out why and how we collect, and how we store and use, the personal information we may hold about you

Haddenham and District Rotary are members of Rotary International in Great Britain and Ireland, an administrative division of Rotary International based in the USA. Rotary is a not-for-profit global network of professional volunteers who deliver humanitarian aid and support to local, national and international communities

### What personal information we may collect and how

We only collect the minimum amount of personal information consistent with our legitimate purpose of running Rotary activities. The information we usually collect is shown in Table 1 below and is primarily what would normally be regarded as 'contact information'

We obtain personal information directly from you when you interact with our website, enquire about Rotary activities, register an interest or volunteer to help us, enquire about membership of Rotary, send or receive an email, donate or otherwise give us your personal information

We may obtain personal information indirectly if your information is shared with us for example, by independent third-party messaging or social media services like Facebook, and other services such as Virgin Money Giving or BT MyDonate. These third-parties will only share if you have given them consent

We may also gather information about how our website is used, such as pages visited and areas that are of most interest to users. We use this information to improve our website and make it a better experience for everyone. For further information please see the cookies section below

Exceptionally we may collect information from publicly available electronic sources such as websites, printed media, and public records such as Companies House and we may research information to help us perform due diligence checks to ensure we are not abused e.g. by fraudsters or criminals posing as genuine donors, and to avoid conflicts of interest

Table 1 Personal information we may collect

Type of Personal Information Collected	Description	Means for us collecting personal information and consent to use it
Contact information  NOTE: We will seek permission of the parent or custodian before processing information of anyone age 16 years or younger	<ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Address(s)</li> <li>• Telephone Number(s)</li> <li>• Email Address(s)</li> <li>• Age Range</li> </ul>	<ul style="list-style-type: none"> <li>• By registering with us e.g. sending an:               <ul style="list-style-type: none"> <li>- Entry Form</li> <li>- Donation Form</li> <li>- Consent Form</li> </ul> </li> <li>• By Email</li> <li>• By Telephone or text</li> <li>• Gift Aid Form</li> <li>• By entering a competition or participating in a promotion</li> <li>• Through our web site or social media</li> <li>• Information you otherwise give us</li> </ul>
Consent	Any permissions, consents or preferences you may give us by whatever means	

Type of Personal Information Collected	Description	Means for us collecting personal information and consent to use it
Social Relationships	<ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Address(s)</li> <li>• Telephone Number(s)</li> <li>• Email Address(s)</li> </ul>	For instance, if you include a friend on an Entry or Donation Form
Transactional	Payments you may make to us, or we may make to you, in respect of a Rotary activity	For instance, Sponsored Rider Donation Form; Website Donations Page; Disbursements to supported projects and organisations
<i>Sensitive Information</i>	<i>Behavioural; Contractual; Communications; Documentary Information; Financial, Locational; National Identifier; Open Information &amp; Public Records; Socio-Demographic; Special Information; Technical Information</i>	<i>Only in exceptional circumstances would we collect this type of Personal Information and we will ask your permission</i>

### Our Website and Cookies

Our website is hosted securely within the UK or EU by Rotary International in Great Britain and Ireland. Like most websites, we use 'cookies' to help us make our site and the way you use it, better. Cookies are small text files that our website transfers to your computer, telephone or tablet to make your interaction with our website faster and easier. We do not store any personal information in our cookies.

Cookies typically identify the type of device you're using to access our website or apps and the settings on your 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.

You should be able to control what cookies are placed on your device through your device settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them go to: [www.aboutcookies.org](http://www.aboutcookies.org)

We use Google Analytics to generate statistical and other information about how our website is used. Details captured during your visit to our website may include, but not limited to, traffic information, location information, weblogs and other communication information and the resources you access. However, all information collected is anonymous and will not identify you as an individual.

Google, not Rotary, stores this activity information. You can view Google's privacy notice here: <http://www.google.com/privacypolicy.html>

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

## Links to other websites

Our web pages may contain content or links to pages managed by other organisations, including Rotary International in the USA. These pages and associated cookies, if any, are outside our control, are not managed by us and are excluded from this Privacy Notice

## How we store and protect your personal information

The personal information we collect is kept private and may be stored electronically or in paper form and we employ a range of security safeguards to protect personal information against loss or theft as well as unauthorised access and use, disclosure, copying, change and deletion. These security measures include physical protection and passwords, firewalls and anti-virus software. We periodically review these arrangements to ensure protection is appropriate and kept up-to-date

Personal information provided to us through our website is hosted securely within the UK or EU by Rotary International in Great Britain and Ireland (RIBI). The website itself does not store personal information, but personal information may be retained for instance, by the recipient if you make an enquiry

We have a duty to report breaches of security to the relevant supervisor 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 to your rights and freedoms, we will inform you directly without undue delay

## How we use your personal information

At the point you give us personal information we normally also request your consent for us to store and use that information. Personal information is used within Rotary by activity organisers and committee members: to plan, administer and manage your participation in our activities; to keep you informed about future activities; to monitor, develop and improve our activities; and deal with an enquiry, a request or a complaint

We may use personal information to: manage monies collected e.g. at an activity; manage monies disbursed by us, for instance to charitable projects and organisations we support; and for claiming Gift Aid if appropriate

Unless you have given us a specific preference, we may contact you by email, post and telephone

We will seek permission of the parent or custodian before using the personal information of a person age 16 years or younger

## Disclosure of personal information

We may sometimes share personal information externally with a limited number of third-party service providers who for instance: help us run activities; send out communications on our behalf; and manage our charitable funds. We choose service providers who agree to use personal information only in the way we proscribe and who guard and keep personal information private and secure

We may disclose personal information with our insurers, legal advisors and others if we have a legal or statutory duty: to do so e.g. disclosure is a matter of national security, taxation, criminal investigation; to undertake due diligence checks to ensure we are not being defrauded, for example proceeds of crime money laundering schemes; or you give us written consent to do so

We do not share personal information with any third-parties, including our chosen service providers, for their own use e.g. for marketing purposes. Neither do we undertake profiling or make automated decisions based on personal information

### How long we keep personal information

We keep personal information: as required by our statutory obligations; or until we no longer run an activity; until you request us to delete the information; or according to guidance given by the Information Commissioner

Our current statutory obligations are to keep: gift aid transactions indefinitely, financial records for 7 years, and information associated with Health & Safety for three years after an activity

We may securely delete personal information in timely manner if appropriate after an activity, promotion or competition and we may also periodically review the personal information we hold and, at our discretion, securely delete or destroy, personal information

### Updating and correcting, and your rights regarding, personal information

Each time you register with us to participate in an activity you can update your personal information, but you should anyway keep us informed of all changes to your personal information to ensure the information we hold is accurate and up-to-date.

You may ask us to send you a copy of the personal information we hold about you and to know whether your personal information is being used

If your personal information is incomplete or incorrect, please tell us so we may correct it

You have the right to change the way we contact you, request us to stop using or to delete your personal information, at any time. Please be aware that if you withdraw consent, ask us to stop using or to delete your personal information, we will not be able to contact you about our activities which may be of interest to you

For your continued protection, when you request to see or change your personal information, we will first ask you to send us two certified proofs of your identity

### How to complain

If you are unhappy with how we use your personal information, please send us a request to contact you for a confidential discussion so that we may find an amicable resolution

### How to contact us

By email: [info@haddenham-rotary.org.uk](mailto:info@haddenham-rotary.org.uk)

Using the Contact Page on our web site: [www.haddenham-rotary.org.uk](http://www.haddenham-rotary.org.uk)

### Availability and changes to this Privacy Notice

This Privacy Notice is available from our website [www.haddenham-rotary.org.uk](http://www.haddenham-rotary.org.uk)

We may periodically update this Notice and the current version is the one on our website