

# Rotary Club of Yeo Vale

## Privacy notice

### 1 About this notice

This privacy notice tells you who we are, how and why we collect and share your personal information, your rights in relation to this information and on how to contact us and the Information Commissioner's Office (**ICO**) in the event you have a complaint about us. Personal data, or personal information, means any information about an individual from which that person can be identified.

### 2 Who we are and how we collect information

We're the Rotary Club of Yeo Vale (**Club**). We collect, store, use and share certain personal information about you. When we do this for our individual Club activities, we are responsible as 'controller' of that personal information for the purposes of data protection laws.

When we refer to the Club, this also covers the Rotary Club of Yeo Vale Trust Fund (**Yeo Vale Trust Fund**), registered charity number 297516.

We collect personal information about you (for example) in a membership proposal form, when you contact us by email and in connection with Club and other meetings and events, including when members access the online RSVP (Rotary-eBoard) booking system (**RSVP**). We also collect information about speakers, donors and others in connection with Club meetings, projects and events.

### 3 Our contact details

Please contact us at:

The Rotary Club of Yeo Vale  
(For the attention of the Secretary)  
The Crown and Victoria Inn  
14 Farm Street  
Tintinhull  
Yeovil BA22 8PZ

Email: [secretary@yeovale-rotary.org.uk](mailto:secretary@yeovale-rotary.org.uk)

### 4 Rotary and use of membership data

The Rotary organisation is principally made up of Rotary International (**RI**) (including The Rotary Foundation) and Rotary International in Great Britain & Ireland (**RIBI**) (including the Rotary Foundation of the United Kingdom (**RFUK**)). Individual Rotary clubs are in turn organised by club, district and zone. We are in Rotary district 1200. We refer in this notice to the wider Rotary organisation, and their officers and members, as **Rotary**.

When you give information to us it may be shared within Rotary to facilitate your membership or donations. Members' personal information is stored via the RIBI Data Management System (**DMS**), the RIBI template site (**RIBI Template**) and the RI 'My Rotary' database (**My Rotary**). RIBI are responsible for the RIBI Template and DMS, and RI for My Rotary. Every club and district in RIBI can have its own webspace within the RIBI Template site. Click [here](#) for the Club's webspace.

You can create a Rotary username and login [here](#) (see Sign In). Your personal information will only be displayed on the DMS according to the privacy level set by you. Relevant officers of this club (such as club secretary) can also assist you in keeping your information up to date. In addition, where necessary, we will keep your information accurate and up-to-date.

When the officers of a club or district, or members of a club, use the DMS, RIBI Template or My Rotary membership tools, they must process the data they have access to in accordance with this privacy notice and the RIBI or RI privacy notices. RIBI and RI may also process member personal data in accordance with their privacy notices. You can view RIBI's and RI's privacy notices [here](#) and [here](#).

## 5 What information we collect and why, and the legal basis

We refer below to processing for various purposes connected with the Club activities as being necessary for our **legitimate interests**. Data protection laws allow the processing of personal information which is necessary for the purposes of our own or someone else's legitimate interests. However, we do not use your personal information where our interests are overridden by the impact on you (unless we have your consent or are required or permitted to by law).

When we refer in this notice to **members**, this includes **honorary members** of the Club.

Item	Type of information	Purposes	Legal basis of processing
(1)	Your name, date of birth, home address, telephone numbers, email address, any Rotary awards conferred on you, your Rotary classification, and any Club or district offices held	<p>Processing membership proposals and managing your membership, and participation in the activities, of the Club.</p> <p>Communicating Club messages and information to members and Club officers and (where relevant) Rotary.</p> <p>Communicating member details and requirements within Rotary, and to third party event and service providers, in the planning and running of Club meetings, events and projects.</p>	<p>Necessary for performance of our <b>contract</b> with you and processing membership proposals.</p> <p>Necessary for our <b>legitimate interests</b> (enabling the effective running of the Club, including facilitating Club, Council and committee meetings, events and projects, participation in meetings, events and projects provided or hosted within Rotary and by third parties, publicising the Club's activities, carrying out Disclosure and Barring Service checks, and keeping minutes and a record of your relationship with the Club).</p>

(2)	Your name and generic Rotary email address	To operate RSVP, which allows us to enter and store the first names, surnames and generic Rotary email addresses of our members and, in some cases, a password. These are used by RSVP to send emails to members as a result of an invitation written by authorised members of the Club. Club administrators may add, edit and remove member details.	<p>Necessary for our <b>legitimate interests</b> (enabling the effective online organisation of Club meetings, events and projects).</p> <p>RSVP will rely on your <b>consent</b> to store and use your information. Members can see the names, email addresses and responses of other Club members. RSVP does not share these details with anyone else. You can see the RSVP privacy policy (including how cookies are used) <a href="#">here</a>.</p> <p><b>If a member includes the name of a non-member in connection with any RSVP booking, it is the responsibility of the member to obtain that non-member's consent.</b></p>
(3)	Your name and email address	Providing you with a generic Rotary email address via the one.com hosting service.	Necessary for our <b>legitimate interests</b> (providing anonymity for your email address in connection with Club and other Rotary-related activities).
(4)	Your name, home address, telephone numbers, generic Rotary email address, any Rotary awards, your Rotary classification, and any Club or district offices held	<p>Membership data management by uploading member details to the DMS (linking to My Rotary) for the purpose of making Club member and officer information available within Rotary, and the preparation of RIBI online handbooks via the DMS.</p> <p><b>[Note: Data privacy options are available to members within the DMS – see paragraph 4 above.]</b></p>	<p>Necessary for performance of our <b>contract</b> with you.</p> <p>Necessary for our <b>legitimate interests</b> and/or the <b>legitimate interests</b> of Rotary (facilitating meetings and fundraising and other events and projects which are of common interest to Rotarians and others, including district forums, district training events, district and national conferences, and facilitating newsletters, magazines and updates within Rotary).</p>

(5)	Your name and generic Rotary email address	Administering the Yeo Vale Trust Fund and communicating matters concerning it to members in their capacity as members of the Club or as trustees of the trust fund.	Necessary for our <b>legitimate interests</b> (communicating information concerning donations and other relevant matters, including trustee appointments, and preparing, having examined and circulating the annual statement of account and the trustees' annual report and filing them with the Charity Commission).
(6)	Your name, home address, telephone numbers, generic Rotary email address and relevant skills held	Facilitating communications by and between the Club and Sherborne Classic Cars CIO ( <b>Classics Charity</b> ) and its trading subsidiary, Sherborne Classic & Supercars Limited ( <b>Classics Subsidiary</b> ).	Necessary for our <b>legitimate interests</b> and/or the <b>legitimate interests</b> of the Classics Charity and the Classics Subsidiary (to nominate members of the Club to be respectively a trustee and a member of the Classics Charity, for their taking part in its affairs as such trustee and member, and for liaising with the Classics Subsidiary in providing the support of the Club for charitable fundraising activities, including the annual Classic & Supercars Show at Sherborne).
(7)	Visual images of you while participating in Club or Club-supported activities	Putting on the Club's website/blog and using in Club or Rotary newsletters and press releases.	Necessary for our <b>legitimate interests</b> (for recording and publicising meetings and events involving minimal impact on participants who would reasonably expect a visual record to be kept and published).  With your <b>consent</b> in other circumstances. <b>You can withdraw your consent at any time by contacting the Club (see paragraph 3 for contact details).</b>

(8)	Non-members' names, email addresses and other contact details	Facilitating donations and Club meetings, events and projects in which non-members having a common interest may wish to participate.	<p>Necessary for our <b>legitimate interests</b> (enabling the effective running of the Club where we are contacted by non-members about a donation or meeting, event or project of common interest.)</p> <p>With the non-member's <b>consent</b> in other circumstances. <b>The non-member can withdraw their consent at any time by contacting the Club (see paragraph 3 for contact details).</b></p>
(9)	Your name and address, and other information required by HMRC (including UK tax status)	Processing and retaining gift aid applications.	<p>Necessary for compliance with a <b>legal obligation</b> (using donor information to file gift aid claims).</p> <p>Necessary for our <b>legitimate interests</b> (facilitating and administering members' and non-members' donations to RFUK, the Yeo Vale Trust Fund and other charities).</p>
(10)	Your name, address and age range	To facilitate charitable donations via Virgin Money Giving ( <b>VMG</b> ), an independent organisation.	<p>Necessary for our <b>legitimate interests</b> (facilitating and administering members' donations to charities supported by the Club).</p> <p>VMG will only share your information when you have <b>consented</b>. You should check their privacy notice <a href="#">here</a> when you provide your information to understand fully how they will process your data.</p>
(11)	Social media and messaging services	We may use social media and messaging services to publicise the Club and its activities with a view to attracting new members and/or donors.	Depending on your settings or the privacy notice for social media and messaging services, you might give us <b>consent</b> to access information from those accounts or services.

(12)	Cookies put on your computer to remember who you are	Cookies are used to help RIBI and RI, and RSVP, make their websites, and the way you use them, better.	Please see: <ul style="list-style-type: none"> <li>• paragraph 4 above for the RIBI and RI privacy notices, and further information below;</li> <li>• item (2) in the above table for the RSVP privacy notice.</li> </ul>
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## 6 Who we share your information with

- **Event hosts and interested parties.** We may share your name and contact details with someone who hosts a Club meeting or event or who is otherwise participating or interested in Club activities. See item (1) in the above table.
- **RSVP (Rotary-eBoard).** See item (2) in the above table.
- **One.com.** One.com provides a generic Rotary email hosting service (see item (3) in the above table). As the Club stores personal information on One.com servers, One.com acts as data processor for this information. As One.com's customer, we are the data controller for this data and are bound by a Data Processing Agreement (DPA) with One.com. Certain Club officers have access to your email address in order to manage the hosting arrangements.
- **Rotary.** See paragraph 4 above, and item (4) in the above table.
- **The Rotary Club of Yeo Vale Trust Fund.** See item (5) in the above table.
- **The Classics Charity and the Classics Subsidiary.** See item (6) in the table above.
- **Virgin Money Giving.** See item (10) in the above table.
- **Our bank,** which provides banking services to the Club and the Yeo Vale Trust Fund.
- **Other third parties.** We will only share your personal data with third parties with your prior informed consent (which you are free to withhold). However, we may need to disclose your details if required to by the police or other agencies, for example HMRC, regulatory bodies or our legal advisers.

## 7 Children

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

The RIBI District Youth Exchange Association operates as a separate entity to RIBI and RI and is responsible for the organisation of Rotary youth exchange programmes. Their privacy notice is available by visiting their website [here](#).

## 8 Keeping your personal information secure

We will not transfer your personal data outside the EU, to third countries or international organisations without your consent.

We have appropriate security measures to protect personal data from destruction, loss, alteration, or unauthorised disclosure or access.

We have a duty to report certain types of personal data breach to the ICO, and must do this within 72 hours of becoming aware of the breach, where feasible. If a breach is detected that is likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

## 9 How long we keep 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, process your membership of the Club, volunteering, any enquiry you make to us, donations, event registrations or other services as part of your membership, club activity or as requested by you.

There are statutory timescales on how long we should keep your information, for example, gift aid transactions must be retained indefinitely, financial records must be kept for seven years, information associated with Health & Safety can be retained for up to three years after an event. We will delete your information in line with these statutory limits, or according to guidance issued by the Information Commissioner, or other guidance issued at the time the personal information is collected.

**Individual members are responsible for keeping their own personal information up to date and have access to the self-service systems within the DMS or My Rotary for the purpose of updating their profile.**

Non-members of Rotary should also keep their personal information held by the Club up to date and you can do this via the club secretary.

## 10 Your right to object

**You have a right to object to our processing of your personal data based on our legitimate interests.** If you object, we must then stop processing the personal data unless (i) we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms, or (ii) the processing is for the establishment, exercise or defence of legal claims.

## 11 Your other rights

You have the right to:

- **Request access.** Members and donors have access to their personal data via self-service systems such as the DMS or My Rotary, or the RI website. You can also ask us for a copy of the personal information that we hold about you.
- **Request correction.** You can ask us to correct any mistakes in your personal information that we hold.
- **Request erasure.** You can require the erasure of your personal information that we hold in certain situations (the right to be forgotten).
- **Request restriction of processing.** You can ask us to restrict our processing of your personal information in certain circumstances.
- **Request data portability.** You can ask us to transfer the information you gave us to another organisation in an electronically readable form, in certain circumstances.
- **Withdraw consent** where we are relying on your consent to process your personal information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

There are some exceptions to these rights. For further clarification of your rights, please visit the ICO's website [here](#).

You are not required to pay any fee for exercising your rights, except that we may charge a reasonable fee where requests are manifestly unfounded or excessive. We have one month to respond to you.

## 12 Getting in touch about your rights

If you would like to exercise any of your rights referred to in this notice, please email or write to the Club as indicated in paragraph 3 above.

### **13 Complaints about how we handle your information**

If you believe we have broken your data protection or privacy rights, you can complain to us direct by using the contact details at paragraph 3 above. If you are not happy with our response, you have the right to take your complaint to the Information Commissioner:

<https://ico.org.uk/concerns/>

Helpline 0303 123 1113.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

### **14 Changes to this privacy notice**

We'll amend this privacy notice from time to time to make sure it is up to date and accurately reflects how and why we use your personal information. The current version of our privacy notice will always be accessible via the Club's webspace [here](#). If we make significant changes to the way we treat your personal information, we will notify you directly.

**Rotary Club of Yeo Vale**

**Last updated 30 May 2018**



## 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’re 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’re using to access our website or apps and the settings on that 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.

The type and quantity of information we collect and how we use it depends on why you are providing it. You should be able to control what cookies are placed on your device through your browser settings. Go to [www.aboutcookies.org](http://www.aboutcookies.org) to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

We use Google Analytics to analyse the use of our websites by generating statistical and other information.

Details captured during your visit to our websites 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, not the Association, stores this activity information. You can view Google’s privacy notice [here](#).

To opt out of being tracked by Google Analytics across all websites visit their website [here](#).

## Accessibility

Every effort has been made to ensure that the original template pages for this site are W3C compatible.

However, as the content of pages is supplied by the club, such content may not be compatible.