



The Rotary Club of Seaford

Service Above Self

District 1145

www.seafordrotary.org.uk

Privacy Policy

1. Background

Your personal data is of utmost importance to us. We have developed this Privacy Policy ("Policy") to inform about what happens to any personal data that you give to us, or any that we may collect from or about you. We are committed to doing the right thing when it comes to how we collect, use and protect your personal data. This Policy applies to all events, competitions, fund raising and services we provide ("referred to in this Policy as Services"), and instances where we collect your personal data.

We will take appropriate technical and organisational measures to safeguard your personal information. This Policy applies to personal information processed by the Rotary Club of Seaford.

In this Policy we will:

- set out the types of personal data that we collect;
- explain how and why we collect and use your personal data;
- explain when and why we will share personal data within the Rotary Organisation and with other organisations;
- explain the rights and choices you have when it comes to your personal data.

Using our Services means:

- any interaction we have you via telephone, post, email, in person and online using our website.

Our Website contains links to other websites operated by other organisations that have their own privacy policies. Please make sure you read the terms and conditions and Privacy Policy carefully before providing any personal data on a website as we do not accept any responsibility or liability for websites of other organisations.

2. What kinds of personal information about you do we process?

Personal information that we process in connection with all of our Services, if relevant, includes:

- Personal and contact details, such as title, full name, gender, home addresses, email addresses and telephone numbers.
- For our Youth Competitions we will ask the entrant to complete an application form including the above details and also age, and, where required, the name of their school. We will also require parents/carers to confirm their agreement to the child entering the competition.
- We **do not** hold any financial or credit information about you although we may receive payments from you as required. We will hold a record that we have received any payments from you.

3. What is the source of your personal information?

We will collect personal information from the following general sources:

- From you directly;
- From other sources such as publicly available directories and information (for example, telephone directory). Please note that whilst we will put in place appropriate protection to make sure your personal data remains protected we cannot guarantee the security of any personal information you transfer over the internet to us. Note that email is not a secure media.

4. What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 2 above, for the following purposes:

- Contact you about our Services, for example by telephone, email or post; or by responding to your requests made via our website;
- Invite you and remind you of our Services where considered appropriate;
- To enable our Rotary District 1145 and Rotary in Great Britain and Ireland (RIBI) to contact you for competitions where there is the possibility of progressing to our District or National Finals.

5. Your Rights?

You have the right to:

- Ask us to cease contact with you;
- Ask us not to pass your information onto our Rotary governing bodies;
- Have any inaccuracies in your personal information held about you corrected;
- Ask us to delete your information permanently;
- Access a copy of the information we hold about you.

We will make reasonable efforts to comply with your requests except where we are permitted or required to do so under applicable law. Normally processing requests are free of charge; however we reserve the right to charge a small fee to cover administrative costs should we consider any request to be excessive, unfounded or unreasonable.

6. What should you do if your personal information changes?

We want to make sure that the personal data we hold about you is accurate and up to date and so if any of the details are incorrect you should tell us so that we can update our records. You may contact us using any of the methods as outlined in the **Contact Us** section of this Policy.

7. Do you have to provide your personal information to us?

We are unable to provide you with our Services if you do not provide certain information to us. In cases where providing some personal information is optional, we will make this clear.

8. Do we do any monitoring involving processing of your personal information?

Monitoring means any: listening to, recording of, viewing of, intercepting of, or taking and keeping records (as the case may be) of calls, email, text messages, social media messages, in person (face-to-face) meetings and other communications.

We may retain your email and written correspondence, but we **do not** listen to or record any other communications with you.

9. For how long is your personal information retained by us?

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

- For as long as we have reasonable needs, such as managing our relationship with you and providing our Services;
- Retention periods only for as long as necessary and in line with legal, accounting and regulatory requirements or guidance.

Your consent to the use of your personal information for such purposes remains valid after the termination of our relationship with you to the extent permitted by applicable law so long as you do not request otherwise, where permitted.

10. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from 25th May 2018.

- The right **to be informed** about the processing of your personal information;
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**;
- The right **to object** to processing of your personal information;
- The right **to restrict processing** of your personal information;
- The right **to have your personal information erased** (the "right to be forgotten");
- The right to **request access** to your personal information and to obtain information about how we process it;
- The right to **move, copy or transfer your personal information** ("data portability");
- Rights in relation to **decision making which has a legal effect or otherwise significantly affects you**.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us using the details below.

11. Your right to object

You have the right to object to certain purposes for processing, although we will be required to continue to process certain personal information in order to provide our Services to you and for legal reasons. You can contact us using any of the methods as outlined in the **Contact Us** section of this Policy to exercise these rights.

12. Changes to this Privacy Policy

We may change this Privacy Policy from time to time by updating this Policy. We encourage you to check this Policy for changes whenever you visit our website www.seafordrotary.org.uk.

Contact Us

We have a number of ways in which you may contact us with regard to this Policy, as shown below:

Post – send your message to the following address; The Data Protection Officer, Rotary Club of Seaford, c/o Seaford Golf Club, 111 Firle Road, Seaford, East Sussex. BN25 2JD

Website – use the **Contact Us** section of our website www.seafordrotary.org.uk, completing the online form, marking it for the attention of the Data Protection Officer;

Email - email our Data Protection Officer your changes using our dpo@seafordrotary.org.uk email address.