

# **The Rotary Club of Hoddesdon**

## **Data Protection Policy**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation ("GDPR").

### **2. Who are we?**

The Rotary Club of Hoddesdon ("the Club") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. Membership requirements**

To be a member of the Rotary Club of Hoddesdon, we require you to provide certain personal information to us in order that we may administer your continuing membership of the Club. As a minimum, this personal data is:

- a. Your full name;
- b. Your address;
- c. Your e-mail address and/or your telephone number; and
- d. Your date of birth
- e. Your spouse/partner.

Other personal information that you provide will be entirely at your own discretion and may be added, amended or deleted via your personal record, which is available after securely logging into the Club website, or by request to the Club Secretary.

### **4. How do we process your personal data?**

The Club complies with its obligations under the "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.

We use your personal data for the following purposes, where the term "maintain" shall also mean process as defined by the GDPR regulations as and when this is necessary:

- To enable us to run events and activities;
- To administer our Online Rotary Dining Steward allocation
- To fundraise for charitable purposes;
- To manage our volunteers;
- To maintain records of member's and volunteer's personal abilities and skills;
- To maintain the club accounts;
- 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 (RGBI), the Rotary Foundation United Kingdom (RFUK) and the RIBI Donations Trust as well as internationally either directly or through RGBI to Rotary International (RI) and Rotary Foundation, both located in the USA;