

Rotary Club of Bristol Breakfast Privacy Notice

The Rotary Club of Bristol Breakfast ('we' or 'us') promise to respect the confidentiality of any personal data you share with us, to keep it safe, and we will always take every effort to protect your privacy. When we do so we are regulated under the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR) and we are responsible as 'controller' of that personal information for the purposes of those laws.

[For the purpose of this privacy notice The Rotary Club of Bristol Breakfast also includes The Trustees of the Rotary Club of Bristol Breakfast Trust Fund].

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn't reasonably expect.

Who we are

The Rotary Club of Bristol Breakfast (the "Club") is a membership organisation and a registered member (Club ID 1680) of Rotary International in Great Britain and Ireland. The Rotary Club of Bristol Breakfast Trust Fund (the Trust) is a registered charity (charity number 1035169) which undertakes all charitable activities of the Club. All profits of the Trust are distributed to charitable causes chosen by members of the Club and approved by the Trustees of the Trust. The Trustees operate under the same policies as the Club. Information is shared between the Trustees and the Club.

We collect information in the following ways:

Directly. When you, or someone on your behalf, gives us information directly e.g. via our website, by email, phone, post or in person.

Indirectly. When your information is shared with us by independent organisations, for example sites like Virgin Money Giving or People's Fundraising, or other such services, which we use from time to time in connection with fundraising activities. These independent third parties will only share your information with us when you have consented. You should check their Privacy Notice when you provide your information to understand fully 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, WhatsApp, LinkedIn, Twitter or Mailchimp you might give us permission to access information from those accounts or services.

Via information available publicly. This may include information found in places such as websites, Companies House and information that has been published in articles/newspapers.

The personal information we collect and how we use it

We will only ever capture the minimum amount of information that we need and we will make it clear at the point of collection why we are collecting it.

a) **Personal information you provide to us**

We collect the following personal information that you provide to us:

- Name, Email, Address, Telephone Numbers and Organisation.
- Any additional information required for particular events in which you wish to participate (e.g. your golf handicap, dietary requirements).
- Financial information (payment information and whether donations are gift aided)

We do not collect any personal information classified as 'sensitive' under GDPR.

b) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has given their permission for their personal information to be provided and held by us.

Who your information may be shared with

Information may need to be shared with

- the organisers that we use from time to time to assist us in holding an event in which you are participating
- external organisations such as Mailchimp or Clubrunner in relation to ongoing communications
- HMRC for gift aid claims
- law enforcement agencies in connection with any investigation to help prevent unlawful activity.

We will not share your personal information with any other 3rd parties without your explicit consent. We will never sell your personal information to any third parties.

How we use your personal information

We will use your personal data:

- To invite and manage participation in our Dragon Boat Festival, other charity fundraising events, projects, meetings, social events and activities.
- To process donations and Gift Aid claims.
- In any other way we may describe when you provide the information.
- To inform you of other club and Rotary activities and information in which you may be interested.
- For any other purposes with your consent.

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

We ensure that your personal information is only accessible by appropriate members of the Club engaged in managing our fundraising events, projects and who are subject to a duty of confidentiality. We have a duty to report certain types of personal data breaches to the relevant supervisory 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 of adversely affecting you, we will inform you without undue delay.

Indeed, while we will use all reasonable efforts to secure your personal data, in using emails and our website you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

Where we store your information

Your personal information will be held securely within the UK by The Rotary Club of Bristol Breakfast.

How long we retain your information

We will only keep your information for as long as we need it to assist you with your enquiry, donation, and to keep you informed of Club activities projects and events in which you may be interested.

There are statutory timescales on how long we should keep your information, for example, gift aid transactions and financial records and information associated with Health & Safety.

Your rights

You retain control of how we use your data and you have the right to ask us to stop processing personal information, which we will do.

You have the following rights under the General Data Protection Regulation in relation to the information that we hold:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

We collect and process your personal data through either consent, legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonably expect us to. You can unsubscribe at any time by contacting us.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

Changes to this privacy notice

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on this website or by notifying you directly.

To contact us go to our website at www.bristolbreakfastrotary.org.uk and contact us via the link provided.

Complaints

If you are unhappy with how we have processed your personal information, please firstly contact us as above. If you are still unhappy you may contact the Information Commissioner's Office. Full contact details are available on their website at <https://ico.org.uk/>

This privacy policy was published on 2nd January 2025.

For details about the Rotary International in Great Britain and Ireland Privacy Notice please go to <https://www.rotarygbi.org>