

# Privacy Policy

1. This Club policy covers the collection and retention of personal information of Club Members and members of the public. It is an extract and summary of Rotary GB&I Privacy Policy (<https://www.rotarygbi.org/privacy-policy/>) which should be referred to for further information.
2. Those who gather data are legally responsible for protecting it under GDPR legislation.
3. The principles which are to be applied are:
  - a. When collecting personal data, inform the individual what is collected, and how it will be used or shared.
  - b. Only ever capture the minimum amount of personal information that is required to facilitate the task.
  - c. Do not share data with other agencies without the express consent of the individual.
  - d. Store data records securely (e.g. password protected).
  - e. Delete data records when no longer required for the identified activity.
4. The following notice is an example of what ***must be included*** prominently when requesting data:

Personal information collected here in support of this Rotary charity event/Club activity\* will be held securely by the Ludlow Rotary Club, not communicated to other agencies, and deleted when the event/activity\* is concluded.

*\*Delete as appropriate*

## Policy review

Reviewed by	Council Position	Date
Barry Forrester	Officer	22 October 2024
Paul Serrell-Cooke	Secretary	22 October 2024
<b>Next review due by</b>		October 2027

