

Rotary Club of Coatbridge, Airdrie & Monklands (C.A.M)

Data Protection Policy:

1 Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.

2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

The Club the Rotary Club of Coatbridge, Airdrie & Monklands

4. *Club Members* include Active, Honorary and Associate Members.

5. *Volunteers* connection to the Club.

6. *The Committee* indicates the Club Officers

7. *Club Officers* are, The President, President Elect, Club Secretary and Club Treasurer, whom along with selected Active members, form the Club Council

2 Responsibility

1. Overall and final responsibility for data protection lies with the Club Officers, who are responsible for overseeing activities and ensuring this policy is upheld.

2. All members & subsequent volunteers, engaged by the Club are responsible for observing this policy, and related procedures, in all areas of their work for the Club.

3 Overall policy statement

1. The Club needs to keep personal data about its committee, members, volunteers and supporters in order to carry out Club activities.

2. We will collect, store, use, amend, share, destroy or delete personal data only in Data Protection Regulation (GDPR) and other relevant legislation.

3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

4. We will only collect, store and use data for:

purposes for which the individual has given explicit consent, or

purposes that are in our Clubs legitimate interests, or

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contracts with the individual whose data it is, or

to comply with legal obligations, or

to perform public tasks.

5. We will provide individuals with details of the data we have about them when requested by the relevant individual.

6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

7. We will endeavour to keep personal data up-to-date and accurate.

8. We will store personal data securely.

9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which rights or freedoms will be reported to the Information within 72 hours, and to the individual concerned.

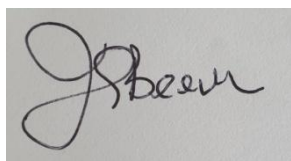
12. To uphold this policy, we will maintain a set of data protection procedures for our committee, members and volunteers to follow.

4 Review

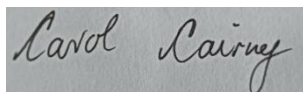
This policy will be reviewed every two years

Date: 12th March 2024

Signature (Vice President - John S Beever)



Signature (Secretary Carol Cairney)



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Data protection procedures

1 Introduction

1. The Club has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2 General procedures

3. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. the Cloud, Google Drive) we will ensure the third party complies with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.

4. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

5. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3 Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive publicity and fundraising appeals from the Club.

2. When people sign up to the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages, and will only send them messages which they have expressly consented to receive.

3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to receive.

4. We will provide information about how to be removed from the list with every mailing.

4 Supporting individuals

1. From time to time, individuals contact the Club to ask us to help them resolve an issue they may be experiencing in the community.

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2. We will request explicit, signed consent before sharing any personal details with any third party.

any longer than is necessary for the purpose of providing them with the support they have requested.

4. All personal data will be stored securely by a designated Club Officer, and not shared among the rest of the Club Members, irrespective of their status unless necessary for the purpose of providing support if requested.

confidential.

5 Selling merchandise/services

information Brochure, organise social/community events, including *MTN, and maintain the Club Members Directory which includes providing names, addresses and contact numbers/email addresses. In the case of the Club Directory, details of partners/spouses are also gathered.

2. People may be asked if they wish to be added to a mailing list e.g. Guest Speakers (see section 3) If they do not opt to be on the mailing list, their details will be deleted within one month, and will not be used for any purpose other than communicating with them about future speaking engagements.

*MTN: Monklands Talking Newspaper

6 Contacting volunteers

1. Local people can and do volunteer for The Club in a number of ways, as such:

2. We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities and requests for help with the people on this list.

3. People will be removed from the list if they have not volunteered for the group for 12 months.

4. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it and that they can ask to have it deleted or amended at any time, by contacting us.

5. To allow volunteers to work together to organise for the group, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

7 Contacting committee members

1. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.

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2. Committee contact details will be shared among the committee.

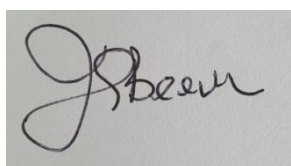
of the committee, or use them for anything other than the consent. anyone outside Clubs business, without explicit

8 Review

These procedures will be reviewed every two years

Date: 12th March 2024

Signature (Vice President - John S Beever)

A rectangular box containing a handwritten signature in black ink that reads "J Beever".

Signature (Secretary Carol Cairney)

A rectangular box containing a handwritten signature in black ink that reads "Carol Cairney".

Useful Contacts

Information Commissioners Office (ICO)

<https://ico.org.uk>

0303 123 1113 (Advice helpline for charities and small businesses)