

Rotary GB&I Disaster Recover Trust

Privacy Policy

Who we are

We (or 'us') means Rotary GB&I Disaster Recovery Trust, a registered charity (number 1119688), and our registered address is Kinwarton Road, Alcester, Warwickshire, B49 6PB.

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

By making a donation, contacting us, using our services or visiting our website you are agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at disasterrecoverytrust@rotarygbi.org

Rotary GB&I Disaster Recovery Trust is a charity associated with Rotary international in GB&I and shares the same website and certain information. Therefore, the [Rotary GB&I Privacy Notice](#) and [Rotary GB&I Cookie Policy](#) should also be read in conjunction with this Privacy Policy for completeness.

Your privacy

Everyone has rights with regard to the way in which their personal information is handled. During our activities, we will collect, store and process personal information and we recognise that the correct and lawful treatment of personal information will maintain confidence in the Trust.

Your personal information, which may be held on paper or on a computer or other media, is subject to legal safeguards specified in the Data Protection Act 2018 and UK GDPR.

This policy and any other documents referred to within it, set out the basis on which we will process any personal information we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal information.

What Is Personal Information?

Personal information (also known as personal data) includes information relating to natural persons who can be identified or who are identifiable, directly from the information in question; or who can be indirectly identified from that information in combination with other information.

How do we collect personal information?

We collect personal information about you when you interact with us for example when you visit our website; donate to an appeal or campaign managed by Rotary GB&I Disaster Recovery Trust; or when you donate via a third party service such as GiveStar and give them your permission to share your information with us. A third party donation service will always have their own Privacy Policy which you should check when you give your details.

What personal information do we collect?

Personal information we collect about you may include your name, postal address, email address, phone numbers, date of birth. We do not collect "sensitive personal information" about you.

Where appropriate, and given to us, we may also collect financial bank details for processing your donation.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

How do we use personal information?

We use the personal information collected from you for these purposes:

- to process your donation(s);
- to process gift aid (as appropriate)

We will only use your information to process your donation, you may also be contacted in the event of a specific query needed to resolve any issue with the processing of your donation.

How long we keep your information for

We will hold your personal information for as long as it is necessary for the relevant activity. By way of example, we hold payment details for six years after the year in which the transaction took place so we can fulfil our statutory obligations for tax purposes.

Lawful basis for processing your personal information

Under the Data Protection Act 2018 and UK GDPR our lawful basis for processing and holding personal information on donors is 'legitimate interest' as it is necessary for Rotary GB&I Disaster Recovery Trust to use this information to provide you with our services.

We have separate lawful bases for Board Members of Charities Trust in relation to how we use and protect their data.

Who has access to your data

The following groups will have access to your personal information:

- Rotary GB&I staff – for the purpose of processing your donation.
- Rotary GB&I Disaster Trust Trustees – limited access via reports only (such as name and amount of donation only).

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where it is necessary for a legitimate reason connected with your donation, or where it is required by law or regulation.

Gift Aid

Some donations you make to Rotary GB&I Disaster Recovery Trust may be eligible for Gift Aid and we claim Gift Aid on your behalf.

In such circumstances, for Rotary GB&I Disaster Recovery Trust to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation.

As part of this process Rotary GB&I Disaster Recovery Trust is required to submit your details including your address to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

Data security

Rotary GB&I Disaster Recovery Trust is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information.

We will put in place procedures and technologies to maintain the security of all personal information from the point of collection to the point of destruction. Personal information will only be transferred to a data processing company if they are approved by us and agree to comply with these procedures and policies, or if they put in place adequate security measures.

We always ensure only authorised persons have access to your information and that everyone who has access is appropriately trained to manage your information.

Where your data is held

We use a cloud-based accounting system called Clubtreasurer for processing and storing donations which will hold your personal information. [Click here to view the Privacy Policy for Clubtreasurer.](#)

Cookies

You may review the cookie policy for the Rotary GB&I/Rotary GB&I Disaster Recovery Trust website [here](#).

Your rights

The UK GDPR provides the following rights for individuals:

- The right to be informed - You have a right to be informed when your personal information is being collected, what is collected and how it will be used or shared.
- The right of access - You have a right of access to your personal information: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal information. You can also request a copy of the information which we hold on you. This information is usually provided free of charge and should be requested by emailing disasterrecoverytrust@rotarygbi.org
- The right to rectification - You have a right in certain circumstances to have inaccurate personal information rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- 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

Further clarification of your rights is available on the Information Commissioners website [here](#).

Changes to this privacy policy

We may change this privacy policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our [website](#) or by notifying you directly.

Complaints

In the first instance, you should contact Rotary GB&I Disaster Recovery Trust using email: disasterrecoverytrust@rotarygbi.org

If you remain unhappy with our use of your personal information, you have the right to complain to the [Information Commissioner's Office](#). We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to disasterrecoverytrust@rotarygbi.org

Date of last revision: 30 November 2021