

Ross on Wye Lions

Effective Date: 29 November 2018

Privacy Notice

This privacy notice tells you how we, Ross on Wye Lions Club will process (collect, store and use) the information you provide in a manner compatible with the General Data Protection Regulation (GDPR).

We will endeavour to keep your information accurate and up to date, and not to keep it for longer than is necessary.

All Members of Ross on Wye Lions who interact with data subjects are responsible for ensuring that this notice is drawn to the data subjects' attention and their consent to the processing of their data is secured.

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Ross on Wye Lions to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

How do we get information?

The personal information we process is provided to us directly by you for one of the following reasons where you have:

- Registered as a member.
- Made a complaint or enquiry to us.
- Made an information request to us.
- Wish to attend or have attended an event with us.
- Volunteered to help us.
- Represented your organisation with us.

What personal data do we collect?

We collect information through published forms on our contact web page:

<https://www.rossonwyelions.org/contact/>

General Enquiry:

- Full Name
- Email Address

Membership Enquiries:

- Full Name
- Email Address

Request for Support:

- Full Name
- Postal Address
- Email Address
- Telephone Number
- Charity Registration Number

Ross on Wye Lions Contact Details

Our postal address is;
Ross on Wye Lions
Hillsborough House
The Avenue
Ross0on0Wye
HR9 5AW

Phone number;
0845 833 5786

Data Protection Email;
gdpr@rossonwylions.org

Please note:

When you contact us to make an enquiry, we collect information, including your personal data, so that we can respond to it and fulfil our regulatory responsibilities.

The legal basis we rely on to process your personal data is article 6(1)(e) of the GDPR.

The personal data we collect will be used for the following purposes:

- a) Membership administration – m_a_i_n_t_a_i_n_i_n_g
_m_e_m_b_e_r'_s_p_e_r_s_o_n_a_l_i_n_f_o_r_m_a_t_i_o_n
_i_n_c_l_u_d_i_n_g_ their Club, District and Multiple District roles.
- b) Transfer membership personal information to the International Association of Lions Clubs (also known as Lions Clubs International and LCI) headquarters in Oak Brook, Illinois, USA – database known as MyLCI.
- c) Export membership information from MyLCI to MD105 HQ.
- d) Compilation of membership statistics and trends to support membership growth, extension and retention programmes.
- e) Club Directory (digital and paper formats) which includes name and contact information of all members of the Club to give them the ability to communicate with each other.
- f) District Directory (digital and paper formats) which includes name and contact information of all members of the District Cabinet.
- g) Multiple District Directory (digital and paper formats) which includes name and contact information of all members of the Council of Governors, Council Officers, Multiple District Officers, District Officers, Club President & Secretary, and MD105 employees.
- h) Convention planning – International, Multiple District and District.
- i) Distribution of the LION magazine by the publisher on behalf of MD105.
- j) MD105 Online Shop (purchasing LIONS branded merchandise).
- k) Processing of Club Charitable Incorporated Organisations documents.
- l) Distribution of District Newsletters (digital format).
- m) Reimbursement of members valid expenses incurred on behalf of their Club, District or Multiple District.
- n) Name and contact details of non-m_e_m_b_e_r_s_w_h_o_a_r_e
_d_e_s_i_g_n_a_t_e_d_a_s_'F_r_i_e_n_d_s_o_f_a_C_l_u_b'
_t_o_k_e_e_p_t_h_e_m_i_n_f_o_r_m_e_d_o_f_c_l_u_b
_n_e_w_s_a_n_d_a_c_t_i_v_i_t_i_e_s._
- o) Name and contact details of non-m_e_m_b_e_r_s_w_h_o_a_r_e
_d_e_s_i_g_n_a_t_e_d_a_s_'c_o_n_t_a_c_t_s_f_o_r
_o_r_g_a_n_i_s_a_t_i_o_n_s_w_h_o_p_a_r_t_i_c_i_p_a_t_e_i_n
_L_i_o_n_s_e_v_e_n_t_s'_t_o_k_e_e_p_t_h_e_m
_i_n_f_o_r_m_e_d_o_f_a_n_e_v_e_n_t annually.
- p) Youth Exchange Program for inbound and outbound applicants.
- q) Young Ambassador Award Program application and consent forms.
- r) Young Leaders in Service Program for applicants.

s) Forum Registration - i_n_f_o_r_m_a_t_i_o_n_ _i_s_ _u_s_e_d_ _t_o_ _v_a_l_i_d_a_t_e_ _t_h_e_ _d_a_t_a_ _s_u_b_j_e_c_t'_s_ _m_e_m_b_e_r_s_h_i_p_ prior to authorising the creation of an account and password.

The lawful basis for processing the personal data we collect is:

a) Performance of a contract where the data subject is a party (i.e. establish and maintain membership).

b) Performance of a contract where the data subject is a party (i.e. establish and maintain membership) using Standard Contract Clauses (Controller to Controller).

c) Processing is necessary for the purposes of the legitimate interests pursued by the MD105 controller (see items (f) to (j)).

d) All personal information is anonymised prior to compiling statistics and trends (pseudonymisation). GDPR does not therefore concern the processing of such anonymous information, including for statistical or research purposes.

e) The Club only uses personal data to give members to communicate with each other. The purpose for which it processes the information is so obvious that it does not need to give privacy notices to its members.

f) The data subject has given consent in writing to the processing of his or her personal data for that specific purpose.

g) The data subject has given consent in writing to the processing of his or her personal data for that specific purpose.

h) By completing the Convention forms (hotel; business session; social events) the data subject has given his or her consent, as the purpose is abundantly clear.

i) Standard Model Clauses (Controller to Processor) for processing name and address.

j) Performance of a contract where the data subject is a party. _D_a_t_a_ _s_u_b_j_e_c_t'_s_ personal information is only used to dispatch goods, to take payment, and for M_D_1_0_5'_s_ _o_w_n_ _r_e_c_o_r_d_ _k_e_e_p_i_n_g_.

k) Performance of a contract where the data subject's _C_l_u_b_ is a party.

l) Performance of a contract where the data subject is a party.

m) Member has a choice of how he or she is reimbursed – _c_h_e_q_u_e_ or bank transfer. By providing this information the data subject has given his or her consent, as the purpose is abundantly clear.

n) The data subject has given consent in writing to the processing of his or her personal data for that specific purpose.

o) The data subject has given consent in writing to the processing of his or her personal data for that specific purpose.

p) Performance of a contract (i.e. application) where the data subject is a party and explicit consent.

q) Performance of a contract (i.e. application) where the data subject is a party and explicit consent.

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r) Performance of a contract (i.e. application) where the data subject is a party and consent.

s) By completing the registration process to take part in the online Forum, the data subject has given his or her consent, as the purpose is abundantly clear.

Your data protection rights

Under data protection law, you have rights we need to make you aware of:

- A description of personal data we collect and process.
- How we use your personal data.
- How long we keep your personal data for.

You have the right to ask us for:

This is referred to as a Data Subject Access Request (DSAR) – a document (“G_D_P_R_-_S_u_b_j_e_c_t_A_c_c_e_s_s_R_e_q_u_e_s_t_P_r_o_c_e_d_u_r_e”) setting out the procedure and an application form (GDPR - S_u_b_j_e_c_t_A_c_c_e_s_s_R_e_q_u_e_s_t_A_p_p_l_i_c_a_t_i_o_n_F_o_r_m”) can be found at <http://lionsclubs.co/MemberArea/data-protection/>.

- A description of personal data we collect and process.

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- **Your right to erasure (also known as the right to be forgotten)**

You have the right to ask us to erase your personal information in certain circumstances. The grounds on which you will be entitled to require your personal data be erased are as follows:

- It is no longer necessary for the purpose for which it was originally collected or processed.
- Processing the data which relied on your consent, which you subsequently withdrew.
- Processing the data which relied on our “l_e_g_i_t_i_m_a_t_e_i_n_t_e_r_e_s_t_s”, b_u_t_t_h_e_s_e_a_r_e_n_o_t sufficient to override your objection.
- Processing the data for marketing purposes and you object.

■ We have a legal obligation to erase the data.

■ The data being processed relates to having offered "information society services" to you as a child (even if you are now an adult).

■ **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your information in certain circumstances.

■ **Your right to object to processing**

You have the right to object to the processing (use) of your personal data in some circumstances. If you're able to object, you should inform Lions Clubs International British Isles directly that you object to any more processing of Effective Date: 29 October 2018

your data. You need to set out in your objection why you believe we should stop using your data in this way. If you are unhappy with how we have handled your request, you should complain as set out in Your right to complain.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent.

Sharing your information

We use data processors who are third parties to provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

In terms of being contacted for marketing purposes MD105 would contact you for additional consent (we meet all the requirements of the Privacy Electronic Communications Regulations (PECR)).

The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Links to other web sites

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

Your right to complain

If you wish to make a complaint about how your personal data is being processed by MD105 (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and MD105 data protection representatives Data Protection Officer.

Retention Period

MD105 will process personal data for *[state how long you intend to process the data subject 's _p_e_r_s_o_n_a_l _d_a_t_a_]* and will store the personal data for *[state the retention period of their personal data and provide further information on how the retention period has been established. Refer to the Retention of Records Procedure.*

- Personal data connected with financial transactions is held for 7 years.
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- ⌘ Consent forms are held for 1 years after the purposes have ended to ensure that they are available should a Subject Access Request be received.
- ⌘ Young Ambassador candidate's application form are held for 1 years after the purposes have ended to ensure that they are available should a Subject Access Request be received.

Changes to this privacy notice

We keep our privacy notice under regular review to make sure it is up to date and accurate (the effective date is printed at the bottom of each page, right hand corner).