

## 1. Scope of the Policy

This policy applies to the work of the International Caravanning Fellowship of Rotarians (ICFR). ICFR must gather personal data for personal membership purposes. This policy details how such data will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation (EU) 2016/679. (GDPR). The policy will be reviewed on an ongoing basis by the ICFR Executive Committee (EC) members to ensure compliance. This policy should be read in tandem with the Privacy Notice below.

## 2. Principles of the Data Protection of personal data as defined in the GDPR

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes for historical research or statistical purposes shall not be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- d) accurate and kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes for historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required to safeguard the rights and freedoms of the individuals;
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

ICFR must be responsible for, and be able to demonstrate, compliance with these principles.

## 3. This Policy Exists to ensure that ICFR:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members' data
- Protects itself from the risks of a data breach

## 4. Lawful, fair, and transparent data processing

ICFR requests personal information from potential members, retained only for confirmed members, which is secured in an on-line Membership System protected by industry standard encryption and by secure password protected access. A privacy notice will be shown at login to any online system.

Appropriate use of information provided by members will include:

- The preparation of an ICFR Membership Handbook. This Handbook will carry a very clear notice regarding its "Confidential" nature and its use by Members "only for legitimate ICFR purposes".
- Access by members to the on-line Membership System to search for an individual member
- Updates to the Membership System.
- Communicating with members about ICFR events and activities.
- Issuing the ICFR News and Views magazine and the Members Handbook.

- Communicating with members about their membership and/or renewal of their membership.
- Communicating with members about specific issues associated with their membership
- All members will have access to their personal record for updating their own information
- ICFR Officers and EC will have access to role dependant information, governed by a user permissions matrix.
- Senior ICFR Officers and Area Committee officers may download contact details subject to this Privacy Policy.
- Two nominated officers will have rights to add, and delete membership details

Organisers of individual Rally Events will have access to system generated information essential for their rally. Additional information will be requested from rally participants regarding attendance at rally events. Such personal data should be stored in a secure manner and destroyed once no longer required for the Rally.

Members of ICFR will only be asked to provide information, and ICFR will only hold information, that is relevant for membership and rally organisation purposes, such as:

- Name.
- Postal address.
- Email address.
- Telephone number(s).
- On a voluntary basis date of birth and date of wedding
- Date of joining ICFR.
- Roles held within ICFR.
- Requirements for provision of News & Views and Handbook.
- Source of membership referral
- Details of Rotary Club Membership and/or family links with current ICFR members and/or Rotary Alumni
- Collection reference details for arranging Direct Debit payment of Membership Subscriptions and charges for News & Views and Members Handbook.
- Dates of intended and actual attendance at Rallies.
- Details of the member's caravan or motorhome.
- Names of non-member guests.
- Membership details of Caravan and Motorhome Club and Camping and Caravan Club.
- Allergy or dietary information.
- Mobility or other Special Requirements.
- Emergency contact details – with the approval of the contact.
- Record of payments of Subscriptions and other charges

## 5. Accuracy of Data and Keeping Data up to Date

ICFR has a responsibility to ensure members' information is kept up to date. Members will be asked annually to let ICFR know if any of their personal information changes to facilitate this, additionally members are requested by use of the on-line Membership System to review and update their details when necessary

## 6. Accountability and Governance

The EC is responsible for ensuring that ICFR remains compliant with data protection requirements and can evidence that it has. The EC shall ensure that new members joining the EC are fully aware of ICFR's Privacy Policy and understand how data protection is managed within ICFR and the reasons for this. The EC will review data protection, what data is held centrally, and who has access to information. Additionally, the EC will arrange reminders to all relevant ICFR members on the importance of compliance with this Privacy Policy.

## 7. Secure Storage and Processing

The EC members have a responsibility to ensure that data is both securely held and processed. In consideration of the risk of harm to individuals caused by unauthorised or unlawful processing or by accidental loss of data as being insignificant; the following will apply:

- Only granting access via a secure on-line Membership System protected by limiting of access to 'need to know' and protected by industry standard encryption and by secure password protected access.
- Keeping secure those electronic devices that contain or access personal information – e.g. password protection, on such devices or such data files is preferred.
- Using password protection or secure cloud systems when sharing data between EC members.

## 8. Data Processing by a Third Party

The printer (and if so used, the distributor) of the ICFR News and Views magazine and the Membership Handbook is a third-party Data Processor. ICFR will have a written contractual relationship with such third-party with terms that satisfy GDPR requirements for employing a Data Processor. This will include stipulation that these third parties will securely destroy any such data once their printing and/or distribution task has been completed.

The provider of a Direct Debit service to ICFR is a third-party Data Processor. ICFR will have a written contractual relationship with such third-party with terms that satisfy GDPR requirements for employing a Data Processor. This will include stipulation that these third parties will securely destroy any such data once no longer required.

If required by an event provider names and other information may be provided to them. This will be governed by those organisations' own GDPR arrangements.

## 9. Privacy Notice.

To be included immediately prior to the signature box on personal member application forms:

*The International Caravanning Fellowship of Rotarians (ICFR) can be contacted by post addressed to the Membership Secretary or the Secretary, or via the contact form on the ICFR website <https://icfrrotarianscaravanning.com/contact/>.*

*ICFR has a legitimate interest in using the personal data you give to ICFR on this form for communicating with you on matters relating to ICFR; to enable the ICFR News and Views magazine and Membership Handbook to be posted to your home address. Your personal detail data will not be transferred to any other person or organisation, except as stated in the Privacy Policy, and will be deleted from ICFR records one year after your membership of ICFR has terminated apart from your Name held for historical research or statistical purposes. You have the right to request from ICFR the rectification of your personal data. If you feel that your personal data has been misused, you have the right to complain to the Information Commissioners Office.*