

Data protection and GDPR

New, extended, Data Protection Laws came into action in May 2018, aimed at giving every individual protection of their personal information.

Information about a person can only be used if their consent is given. All Rotarians, in becoming members, agree that their contact information can be used to keep them informed of Rotary requirements, events, and other information needed to enable them to be active members of their Club, and so of Rotary International.

Each Rotarian gives permission for their personal data to be used in this way. Clubs are asked to collate the signed permission of each member annually for their personal Data to be on their Club's Database; on the District Database; on DMS (Rotary GB&I's Data Management System); and on the Rotary International Database.

This should be recorded in the Club Council Minutes, and the document kept in a safe file for 7yrs.

In the event of any litigation over the misuse of personal data, evidence of this document will be required by the Rotary GB&I Insurers. The absence of it may invalidate any Claim on the Insurance Policy, and result in the Club or individual involved having to meet the financial consequences of this.

Signed consent is also required for photographs to be printed.

It is advised that partner's information is no longer recorded by Clubs.

Scams

GDPR is aimed at preventing information being used by those who attempt to find and misuse personal information e.g. bank account numbers, credit/debit card numbers, to steal money from the unsuspecting.

Encourage your members to watch e-mails carefully. Any that cause concern or suspicion, immediately discard them without opening them.

When e-mailing several people, or a list of people (as when e-mailing all your club members) be sure to use the bcc (blind copy) facility, so that everyone receiving the email is not given the e-mail addresses of all other recipients, putting these at risk. Use of the DMS and the Rotary GB&I template website mailing systems do this automatically.

Always check the e-mail address of the sender – it may start with a name you know, but the rest of the e-mail address be different. Look for the time it was sent – friends rarely send you e-mails in the middle of the night.

When you e-mail others, if "bcc-ing" a group, always start "To All the members of --- Rotary Club" or something similar, so you can be safely recognised by the recipient.

You should ensure that your website has a privacy notice. Further information available at [GDPR - Privacy Notices - Rotary GB&I Members Area \(rotarygbi.org\)](https://www.rotarygbi.org/privacy-notice) and [GDPR - Resources - Rotary GB&I Members Area \(rotarygbi.org\)](https://www.rotarygbi.org/gdpr-resources)

E-mail is the most useful, splendid, economical way of communication if used sensibly, carefully and wisely – but can cause great grief and harm if used for illegal purposes.

THE SIX GENERAL DATA PROTECTION REGULATION (GDPR) PRINCIPLES

