

Rotary Club of Rototuna Inc External Privacy Policy Web Feb-21

The Rotary Club of Rototuna Incorporated understands that your privacy is important to you. We are committed to respecting your privacy and protecting your personal data, which is any information that may be capable of identifying you as an individual person. This Privacy Policy describes how the Rototuna Rotary Club stores, manages and protects your personal data in connection with its activities. The Rotary Club of Rototuna Incorporated is an official Rotary International Club, within Rotary District 9930 based in Rototuna, Hamilton, New Zealand.

As a club we collect personal information from you, including information about your:

- Name
- Contact information
- Addresses
- Personal preferences
- Financial information

We will take reasonable steps to protect your personal information safe from loss, unauthorised activity, or other misuse.

We collect your personal information in order to:

- Verify your identity
- To fulfil your requests for information
- To undertake credit checks of you (if necessary)
- Process your requests to participate in conferences and events
- Personalise content that you view or receive
- To provide services and products to you
- To market our services and products to you, including contacting you electronically (e.g., by text or email for this purpose)
- To invoice you and collect money that you owe us, including authorising credit card transactions.
- Evaluate and improve the services we provide you
- Distribute newsletters and alerts to you
- Accomplish other purposes you may initiate or request
- To respond to communications from you, including a complaint
- To conduct research and statistical analysis (on an anonymised basis)
- To protect and/or enforce our legal rights and interests, including defending any claim
- For any other purpose authorised by the Act.

We may also collect data about the devices you use to interact with Rotary online to optimise content and improve your experience.

We may share your personal information to:

- The Rototuna Rotary Club Board Executive or Club Officer
- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- A credit reference agency for the purpose of credit checking you
- Other third parties (for anonymised statistical information)
- A person who can require us to supply your personal information (e.g., a regulatory authority)
- Any other person authorised by the Act or another law (e.g., a law enforcement agency)
- Any other person authorised by you.
- Public event linked through Social Media such as Facebook

You may request a copy of your readily retrievable personal data that we hold on file and request that any errors be corrected at any time. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, the request should be placed by secure email to the Privacy Officer. rotary.rototuna@gmail.com

Your email should provide evidence of who you are and set out the details of your request (e.g., the personal information, or the correction, that you are requesting). We may charge you our reasonable costs of providing to you copies of your personal information or correcting that information.

Your personal information is archived in accordance with NZ IRD Regulations upon completion of the event or transaction. The Privacy Officer will ensure archived personal information is deleted once the required archival period is completed.

If you suspect or become aware of a privacy breach, contact the Club Privacy Officer immediately. In the event of a privacy breach, (Personal information is lost, stolen or accessed without permission. Or the Club is prevented from accessing information held through theft of documents or electronic devices, computer hacks, ransomware attacks, browsing, emails being sent to the wrong person or gossip). The Rototuna Rotary Club Privacy Officer will find out what has happened and take steps to stop the breach from getting worse and make an assessment of the seriousness of the breach. Where the breach is considered a serious privacy breach, the Privacy Officer will provide immediate notification to the relevant authorities and advise all people affected. Once the privacy breach has been resolved, the Privacy Officer and Board Executive will review and take steps to prevent future breaches.

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk. *(If you post your personal information on the website's message board/chat room, you acknowledge and agree that the information you post is publicly available.* If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of the website.