

## **Rotary International District 6970**

### **Data Privacy and Security Policies**

Members and nonmembers should realize that all use of information collected by Rotary International, District 6970 and Rotary Clubs in District 6970 should only be used for the purpose of supporting the goals of Rotary. Information that relates to youth or protected personal information that is considered highly private must be treated with the highest priority for protection. These policies should be made available on the District 6970 website and communicated to club leadership beginning with Club President-elects.

- Information that has been collected by Rotary International, District 6970, an individual club in the district or through other means related to District 6970 shall never be used to support or oppose an individual candidate for political or government office, political issue, political party, or referendum.
- Information obtained from Rotary International, District 6970 or Individual Rotary Clubs should only be used to support Rotary's mission. Information such as email lists obtained from Rotary databases pertaining to an individual club should only be used with approval of the Club's President. Email lists of multiple clubs, areas or the entire district may only be used as appropriate if approved in advance by the District Governor or his/her designee.
- Generally, information collected by Rotary International, District 6970, and individual clubs should not be used to promote any for-profit business activity. Any use related to multiple clubs, Area or the District at large must have the approval of the District Governor.
- Each Rotary club in District 6970 should determine their own Privacy Policy. Appendix B is offered by Rotary International as guidance for developing that policy.
- Security levels for MyRotary.org are determined by Rotary International based on an officer's role. Clubs are reminded to keep officer positions updated in MyRotary.org and ensure that officers are aware of [Rotary International's Privacy Policy](#).
- District 6970 Security roles are determined by the District Governor based on Appendix A. These roles are updated on July 1 of each Rotary Year.
  - In 6970, Security levels will be reviewed by the District Governor Group<sup>1</sup> in July of each year.
  - Security levels may only be changed by the District Governor Group.

<sup>1</sup> This group is comprised of the District Governor, District Governor-Elect, District Governor Nominee and District Governor Nominee-Designate if available. The group may solicit input from subject matter experts within the District or Rotary International as needed.

- Throughout the year, those individuals needing to have their security level increased can request this by completing the form available in Appendix C. The form should be used regardless of whether the change is made at the district or club level.

## Appendix A

### District 6970 System Security Levels

#### 0 - Public View

There are "transactions" available to display information about the District, the Clubs and its leadership, and Individuals may "opt" to NOT display their "contact information". General membership and contact data **IS NOT AVAILABLE** at this level.

#### 1- Members

- Maintain their OWN record
- View all public data in Member and Club databases.

#### 2- Committee Chairs

- Maintain their OWN record
- View all data in Member and Club databases
- ADD/DELETE members to the Committee
- Export all reports pertaining to the Committee
- **PMAIL** all members of their committee
- Note: Anyone *on* a committee can **PMAIL** all the members of that committee

#### 3- Event Moderators (e.g. for District Assembly, District Conference, Foundation Seminar, *and* to maintain the Club Bulletins and the Calendar of Events, etc.)

- Maintain contact data of any member record pertaining to their Event
- View all data in Member and Club databases
- ADD/DELETE members-pertaining to their Event
- Export all reports pertaining to their Event
- Submit "events" to Club calendar
- Submit "club bulletins"
- **PMAIL** all their Club members
- Upload a public club file (default)

#### 4 - Club Officers: President, Secretary, Exec-Secretary, the CCO - Club Communications Officer, and the "-elect" officers

- Maintain any member record in their CLUB
- Maintain their CLUB record
- View all data in Member and Club databases
- ADD/DELETE members-any committee in their CLUB
- Export all reports pertaining to their CLUB
- Submit "events" to Club calendar
- Submit "club bulletins"
- **PMAIL** all their Club members
- **PMAIL** all their "peers", such as other Club Presidents

5- Area Assistant Governor: (same as a Club Officer for the clubs that they are responsible for *in their area*).

- View all data in Member and Club databases
- Export all reports pertaining to clubs *in their Area*.
- **PMAIL** all the Club Presidents *in their Area*.

6- District Officers and Data Administrators

- Maintain any member record in district
- Maintain any CLUB record (Add/Chg/Del)
- View all data in Member and Club databases
- ADD/DELETE members-any committee
- Assign CLUB and CHAIRMAN security
- Export all available reports
- Import RI Excel database (adds "RI Member Ids" coming from the RI database synchronization)
- **PMAIL** all the Club members in any club
- **PMAIL** any Committee, all members

## **Appendix B**

### **Club Privacy Policy Template**

Each club should adopt a privacy policy that describes how the club handles the personal data it collects, stores, transmits, shares, disposes of, or otherwise uses. Personal data includes a person's name, postal or email address, telephone number, gender, financial data, or other sensitive information that might identify him or her. To learn more, consult "[Protecting Personal Data](#)", an online course found on Rotary's Learning Center accessed through [MyRotary.org](#).

Although Rotary does not require clubs to have a privacy policy or to use this template, if your club has a privacy policy:

1. Club members, donors, and other club constituents will feel more confident about supporting your club.
2. It may help your club comply with local privacy laws.
3. It may help your club be more consistent when handling personal data and records.

If your club develops a privacy policy:

**1. Make it transparent.** Your club's privacy policy should be specific, but also transparent and easy to understand so your data subjects (members, donors, program participants, and other people who provide their personal data to the club) will know how their personal data will be collected, used, or otherwise processed.

**2. Understand how your club handles personal data.** As described above, any processing of personal data should be addressed in your policy. Remember that personal data includes any information related to an identifiable person and ranges from contact information and location data to photos and online identifiers. Consider consulting an attorney or a privacy specialist who is familiar with the laws in your area. You should also consult the District 6970 policy. Note that each club's privacy policy will likely be unique.

**3. Follow up.** Adopting a privacy policy is just the beginning. Consider the following:

- Review club practices and programs and revise them to reflect the new policy.
- Train club members and program participants so they understand their roles and responsibilities when handling personal data. Training topics could include:
  - When it is appropriate to collect and share personal data
  - How to protect personal data while maintaining Rotary's networking tradition
  - How to properly secure and handle personal data
  - How to delete personal data properly when it is no longer needed

# PRIVACY POLICY

## THE ROTARY CLUB OF \_\_\_\_\_

**[Edit this template as is appropriate for your club's practices and programs. The highlighted text provides instructions or indicates where club-specific information should be inserted. Text that is not highlighted may also be edited.]**

### Introduction

The Rotary Club of \_\_\_\_\_ [insert club name, city, state or province, and country] and the \_\_\_\_\_ [insert name of the club's charitable entity, if applicable] (individually or collectively, the "Rotary Club") respect your privacy and are committed to protecting it by complying with this privacy policy ("Policy"). Safeguarding the data entrusted to our care by our club members, program participants, and others is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. It also describes the types of data that we may collect from you or that you may provide to us when you: [review and edit/add to the list of personal data sources below]

- Visit our website, \_\_\_\_\_ [insert club website address] ("Website")
- Join or maintain membership in this Rotary Club
- Interact with Rotary District \_\_\_\_\_ [insert district number], Rotary International ("RI"), The Rotary Foundation, and partner organizations
- Register for or attend events we host
- Use our services
- Participate in our programs

### Data We Collect About You and How We Collect It

We collect several types of personal data, including information by which you could be personally identified, such as [review and edit/add to the list of personal data your club collects] your name, postal address, email address, telephone number, gender, financial data, or other sensitive information that might identify you ("personal data").

We collect data from the following people: [review and edit/add to the list of data subjects below]

- Users of our Website
- Members of the Rotary Club and its Rotaract clubs
- Members of Interact clubs, if the Interactors' parents or legal guardians have consented
- People who participate in Rotary Club programs, such as Rotary Youth Leadership Awards (if applicable, with the consent of parents or legal guardians)
- Donors to \_\_\_\_\_ [insert name of the club's charitable entity, if applicable]
- People who participate in Rotary Club events

We collect this data: [review and edit/add to the list of personal data sources below]

- Directly from you when you provide it to us

- From RI or from Rotary District \_\_\_\_\_ [insert district number], The Rotary Foundation, and partner organizations

### **Data You Provide to Us**

We collect personal data you provide when you interact with our Website or with the Rotary Club, including any interaction offline or in person, such as when you: [review and edit/add any other occasions for data collection listed below]

- Contact this Rotary Club to make an inquiry, including an inquiry about membership
- Join this Rotary Club or any associated Rotaract or Interact club
- Register on \_\_\_\_\_ [insert name of club management service or software, if applicable]
- Use services on our Website, including:
  - Donating to the Rotary Club’s foundation
  - [insert additional web activities, if applicable]
- Register for Rotary Club events
- Provide personal data on paper forms
- Submit applications for programs such as scholarships

### **Usage Details, IP Addresses, Cookies, and Other Technologies**

As you interact with our Website, we may automatically collect data about your equipment and your browsing actions and patterns, including [insert details if your site uses cookies or if it collects IP addresses or other data from users].

### **How We Use Your Personal Data**

We use the personal data about you that we collect or that you provide to us to: [review and edit/add to the list below]

- Present our Website and its content to you
- Perform our core business purposes, including:
  - Fulfilling the Rotary Club’s obligations to its members, program participants, and other individuals and entities, such as:
  - Processing financial transactions
  - Supporting \_\_\_\_\_ [insert name of the club’s charitable entity, if applicable], including fundraising efforts
  - Facilitating event planning
  - Communicating key organizational messages through Rotary Club publications and other materials
  - Supporting the programs and members of the Rotary Club
  - Complying with legal requirements

### **Disclosure of Your Personal Data**

We may disclose aggregated data about our users, or data that cannot be used to identify any individual, without restriction.

We may disclose the personal data that we collect or that you provide as described in this Policy to: [review and edit/add to the reasons for disclosure listed below]

- Rotary International, to meet Rotary Club membership and program requirements (read Rotary’s privacy policy at [rotary.org/privacy](https://www.rotary.org/privacy))
- Rotary District \_\_\_\_\_ [insert district number], to meet program requirements and other obligations (read District \_\_\_\_\_’s privacy policy at \_\_\_\_\_ [insert link to district’s privacy policy])

We may also disclose your personal data:

- To comply with a court order, law, or legal process, or respond to a government or regulatory request
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of members, participants in this Rotary Club’s programs and events, this Rotary Club, Rotary District \_\_\_\_\_ [insert district number], RI, or others

[Insert details about how your club will or will not share personal data with, or sell it to, third parties.]

### **Disposing of Your Personal Data**

[Review and add/edit as needed to reflect how your club will properly and securely dispose of and how long your club will keep personal data.]

This Rotary Club retains personal data identifying you for as long as necessary in the circumstances — for instance, as long you are a member of a club or have a relationship with this club, or as may be needed to enforce or defend contract claims or as is required by applicable law. Personal data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it.

### **Choices About How We Use and Disclose Your Personal Data**

We have created ways for you to control the use and disclosure of your data. [The administrator of your club’s website should review the following and add to, revise, or delete as needed.]

For tracking technologies and advertising: You can set your browser to refuse all or some cookies or to alert you when cookies are being sent. If you disable or refuse cookies, note that some parts of the Website may be inaccessible to you or may not function properly.

### **Accessing and Correcting Your Personal Data**

You may request access to your personal data, or ask for a correction or deletion, by:

- Emailing \_\_\_\_\_ [insert email address]
- [Insert any other contact methods]

We may not accommodate a request to change or delete data if we believe the change or deletion would violate any law or legal requirement or cause the data to be incorrect.

**Children**

[Review and add/edit as needed, including indicating if your club’s website is not intended for children under a certain age. Check local laws on this issue.]

Our Website is not intended for children. We do not knowingly collect personal data from or about children without parental consent. Children should not use or provide any personal data on our Website, or on or through any of its features, register on our Website, make any purchases through our Website, use any of the interactive or public comment features of our Website, or provide to us any personal data about yourself, including your name, address, telephone number, email address, or any screen name or user name. If we learn that we have collected or received personal data from a child, we will delete that personal data. If you believe we might have any personal data from or about a child, please contact us at \_\_\_\_\_[insert email address].

**Data Security**

[Insert a statement about the technical and operational measures the club takes to secure personal data against accidental loss and against unauthorized access, use, alteration, and disclosure. Also note how the club will respond if someone violates this Policy.]

**Changes to Our Privacy Policy**

The Rotary Club may change, add, or remove portions of this Policy at any time. These modifications shall take effect immediately on being posted on this page. The date the Policy was last revised is noted at the bottom of the page. It is your responsibility to review this Policy for any changes.

**Contact Information**

If you have any questions about our Rotary Club’s privacy protection practices, please contact us at \_\_\_\_\_[insert email address].

Last modified: \_\_\_\_\_[insert date of last revision]



**Appendix C**  
**Request for Increase in Security Level for DacDB**

Submit to District Governor or Club President as Appropriate

1. Name of Rotarian -
2. Name of Club -
3. Position -
4. Is this request needed due to district responsibility? \_\_\_\_\_Yes \_\_\_\_\_No
5. If Yes, why is your current security level inadequate (form is sent to the District Governor)? Explain below :

6. If No, this request should be handled by the club president and documented here. Help can be obtained from the District Communications Officer at: [DACdbSupport@rotary6970.org](mailto:DACdbSupport@rotary6970.org)

Why is your current security level inadequate (form is sent to the Club President)?  
Explain below :

Approved Jan 2, 2024