**Frome Twinning Association - Privacy Policy.**

**Introduction**

Frome Twinning Association (the Association) take the protection of the data that we hold about our members (you) seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). The Association is the Data Controller as defined in the Regulation.

This policy explains how the information we collect about you is used and kept securely. It also explains your right to access your information under Data Protection Legislation.

**The data we collect about you**

When you join the Association you give us certain personal data as follows

* Information as given on our membership application form.
* Information given to us subsequently in emails, other forms of correspondence or verbally.
* Information given as updates or amendments to information given previously.

Our website is maintained for the purpose of providing you and the wider public with information about the Association. We do not use it for collecting information about you.

**How we use this data**

We use this data to keep you informed about Association activities, to communicate with you and to assist in the management of twinning activities.

**Other organisations**

From time to time you may have volunteered to visit our twin towns within the European Economic Area or have volunteered to be involved in organising the visit to Frome of our twin towns or in hosting visitors from our twin towns. In these situations the Association may share some of your data with our twin towns to manage these specific purposes. After these events, we will ask the twin towns to delete this data.

The Association will not pass your data to any other organisations or to other organisations for marketing or selling purposes without your specific consent.

**How we keep your data**

Your personal data is kept securely by encrypted electronic means and is only available to a restricted set of Association officers. We will not keep paper copies.

If you leave the Association we will delete your data 12 months afterwards.

**Our legal basis for processing your data.**

The legal basis for collecting and processing your personal data is that of legitimate interest in registering you as a member of the Association, in communicating with you and in furthering the aims of our Association as given on our website.

**Third Party Links**

Our website may, from time to time, contain links to and from the websites of other organisations connected with twinning. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**Your rights**

You are entitled to view, amend or delete the personal information that we hold or to object to processing of your data. Please note that deletion of all personal data will mean you can no longer remain a member of the Association. You can email us at http://www.frometwinning.btck.co.uk/Contactus. If not satisfied you are entitled to register a complaint with the Information Commissioner’s Office.

Frome Twinning Association May 2018