

Romsey Twinning - General Data Protection Regulation 2018

Privacy Statement

The new General Data Protection Regulation (GDPR) came into force on 25 May 2018, replacing the UK Data Protection Act. These changes to the law affect how Romsey Twinning may hold and process personal information and use it to communicate with you.

This statement outlines Romsey Twinning's responsibilities for data handling, the ways in which we safeguard the privacy of all personal data, and the individual's rights under the GDPR.

Romsey Twinning's Roles and Responsibilities

Romsey Twinning holds some or all of the following personal data on its members:-

Name
Postal address
Telephone number(s)
Email address
Financial information (e.g. bank account details for standing orders)
Correspondence

Romsey Twinning also holds, from time to time, personal data on hosts and guests from its twin towns of Paimpol, Battenberg and Treviglio.

The information above is used only for Romsey Twinning's purposes. These include visits to and from its twin towns. The data is held in both print and computer forms and is never disclosed to third parties, unless it is with the express consent of members.

In addition, there may be group photographs of members in conjunction with twinning exchange visits or other activities that are published on Romsey Twinning's website or on social and local media.

The handling of personal data is restricted to designated committee members and office holders of Romsey Twinning who need access to the data in order to carry out their duties, and who have agreed to adhere to the principles in this statement.

The Secretary is the first point of contact for any questions relating to Data Protection. The Secretary, together with other officers and members of the committee, is responsible for how your personal data is handled.

Data Protection Principles

- We only collect and hold essential data which is supplied by you and which we need in order to operate. This includes title, name, postal address, email address and telephone number(s)
- We lawfully process your personal data in accordance with the GDPR

- Personal data is used solely in the administration of our association and in communicating with you for these purposes. All group communications by email from officers and designated data holders will use the 'bcc' format to protect the privacy of members' addresses
- All electronic data files are encrypted and held within password-protected environments
- All paper documents are stored in secure conditions
- We aim to keep our records as accurate as possible. You may update your personal data at any time
- Data will be retained for no longer than 12 months following a member's resignation from Romsey Twinning or non-renewal of their annual subscription
- Romsey Twinning does not disclose personal data to any third party, except with your explicit consent

Your rights under the General Data Protection Regulation (GDPR)

We process personal data in accordance with individuals' rights under the GDPR.

You may contact the Secretary at any time to check what personal data we hold and how we use it. Under the GDPR this is known as a Subject Access Request and Romsey Twinning will respond within 30 days of a request being made.

You are entitled to:

- Obtain a copy of your personal data to check its accuracy and relevance
- Amend your personal data
- Change your consent and your preferred method of communication
- Be informed of any breach in data security i.e. data loss or unauthorised data usage
- Request that personal data is erased from our records
- Complain about how your personal data is being used. If you consider that your data is being handled incorrectly, you may also complain to the UK Information Commissioner's Office (ICO). Visit www.ico.org.uk for details on how to do this.

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