

HASLEMERE & DISTRICT TWINNING ASSOCIATION

DATA PROTECTION and PRIVACY POLICY

Haslemere Twinning Association (hereafter 'HTA') treats your privacy rights seriously. This privacy policy sets out how we will deal with your personal information, that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE ASK FOR?

When you express an interest in becoming a member of the HTA you will generally be asked to provide certain information, such as:

- Name
- Email address
- Telephone number(s)
- Postal address (this only becomes necessary if you want to be involved in hosting guests from one of our two twinned towns).

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initially showing interest and wishing to be kept informed. The information is generally collected either via a membership form or simply having your email address added to the mailing list. In giving the HTA your email address you are implicitly giving your consent for that information to be stored on a secure computer which is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We only use your personal information to provide you with information about HTA activities. Our normal means of communication is email. If you do not possess an email address we will deliver a printed copy to your door within Haslemere or by post if beyond. Your information is not processed in any other way.

DO WE SHARE YOUR PERSONAL INFORMATION?

No

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We will keep your information until you ask for it to be removed.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the HTA as to any changes to their personal information. You can do this by contacting the Membership Secretary at any time: Email secretary1@haslemere-twinning.eu Telephone: 01428 653487, or the Chairman: Email chairman1@haslemere-twinning.eu Telephone: 07955 704545 (or landline 01428 644344). You may update your information at any time. Should you wish to view the information that the HTA holds on you, you can make this request by contacting the Membership Secretary or Chairman as detailed above.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

First, our website does not collect any information and does not use cookies. Your membership information is held on a spreadsheet on a secure computer which can only be accessed by the Membership Secretary or Chairman.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the HTA website. This policy may change from time to time. If we make any material changes we will make members aware of this via email.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Membership Secretary: Email secretary1@haslemere-twinning.eu Telephone: 01428 653487, or the Chairman: Email chairman1@haslemere-twinning.eu Telephone: 07955 704545 (or landline 01428 644344).

Policy review date: 2018