

Data Protection and Allington with Sedgebrook Twinning Association

Organisation and Mission

Allington with Sedgebrook Twinning Association exists to facilitate communication and visits between residents in Allington and Sedgebrook in the UK and those in the Twinning Association in Tuffé in France. To achieve that mission it needs to collect and use personal information about its member families and those of the corresponding host families in France. The Allington with Sedgebrook Twinning Association is a "Voluntary Association" rather than a company or charity, so its administration is minimal and its data protection requirements are therefore relatively simple.

Personal data collected by Allington with Sedgebrook Twinning Association

The personal data Allington with Sedgebrook Twinning Association collects are names, addresses, emails and telephone numbers of members.

Data administration

The Chair created this policy and acts as Data Protection Officer where necessary. The Secretary of the Association is the primary data holder and the primary contact for questions about personal data held by the Allington with Sedgebrook Twinning Association. Email addresses are stored on domestic personal computers owned by committee members and subject to conventional domestic access controls.

Data Sharing

The personal data held by the Allington with Sedgebrook Twinning Association is not shared outside the Association, other than as described below with France. In preparation for visits to and from France the contact information would be shared with the Twinning Association in Tuffé and through them to the French families partaking in a visit. In return the Allington with Sedgebrook Twinning Association would receive similar information about the French families.

Lawful basis for processing personal data

Contact information is used to keep members informed of activities. Our normal means of communication is email. If members do not have an email address we will deliver a printed copy to the member's address by hand.

Data Retention

We keep data in accordance with the guidelines set out in the GDPR guidelines. The personal data collected will be held as long as the data subject remains a member of the association.

Contacts

If you have any queries about this policy please contact us. To ensure we keep up to date information members need to inform the Allington with Sedgebrook Twinning Association of any changes to their personal information. You can do this by contacting the Secretary Annie Pulfree at annie.pulfree@yahoo.co.uk or the Chair Sue Ashby at msashby@msn.com (mobile telephone 0777 3721445)

Sue Ashby, Chair

24th May 2018