

Chippenham Twinning Association

Data Protection Policy

Organisation	Chippenham Twinning Association Chippenham Membership Secretary: Elizabeth@stonehayes.com
Scope of policy	Management of membership records including receipt of payments. Distribution of members newsletters and information including requests for donations.
Policy prepared by	Sylvia Gibson, Chairman
Date approved by Committee	
Policy review date	To review at 2019 AGM and thereafter every three years, unless a change in legislation.

The Purpose of this Policy is to set out the basis that the Chippenham Twinning Association of Chippenham hold and use personal data to ensure it complies with current legislation and follows best practices

Personal Data will be used by the Chippenham Twinning for the following purposes:

- As required by law.
- To maintain a member register, including subscription records.
- To inform members of events and promotions organised by the group.
- To maintain lists of committee and other sub committee groups.
- To issue newsletters and fund-raising requests.
- To record donations and grants to the Chippenham Twinning Association
- To share with Chippenham Twinning only for the benefit of members.

Personal data will always be stored securely and will only be retained for as long as it is reasonably needed.

The Committee of Chippenham Twinning Association will not sell or share personal data except to:

- Chippenham Twinning. Information will only be shared for the benefit of members.
- The Chippenham Twinning Association use Email and Facebook as a tool to deliver its electronic messaging.

The Chippenham Twinning Association, on receipt of a valid request, will provide a copy of all information held for an individual. Consent for the Chippenham Twinning Association to use personal data may be withdrawn by an individual at any time.

To take either of these actions please write to the Friends of Chippenham Twinning Association at the above email address.