

**DUNFERMLINE-TRONDHEIM TWINNING ASSOCIATION
PRIVACY NOTICE**

Your privacy is important to the Dunfermline –Trondheim Twinning Association.

The Association is committed to using best practice to safeguard the privacy of any information you provide.

The Association collects personal data to facilitate membership of Dunfermline –Trondheim Twinning Association, to further its aims and ideals and to organise meetings and events which promote friendship links with Norway. When it is required your consent may be asked to process your data in other ways. The Association will not share your information with others except as described in this notice.

The kinds of information the Association may collect would be name, address, telephone number, email address, occupation or interests, connection with twinning.

Your data may be held for varying lengths of time depending on the type of information, but in doing so the Association will comply with Data Protection legislation. The Association will contact you annually, to check that the information held is accurate and that you agree to the Association continuing to hold it.

The Association will not share your information with third parties without your consent unless the law requires it to do so.

You have the right to request access to the data held by the Association. To make a request for your personal data please contact the Association using secretary @dtta.net

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing (any activity which promotes an organisation's aims and ideals).
- have inaccurate personal data rectified, blocked, erased or destroyed.

For further information on how your data is used, the security of your data or your rights to access information the Association holds on you, or if you would like to discuss anything in this privacy notice please contact the Association by email using secretary@dtta.net

If you have a concern about the way the Association is collecting or using your personal data, please raise your concern with the Association.

There is more information on data protection on the ICO* website

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

*The ICO is the UK's independent authority set up to uphold information rights in the public interest