



Cirencester Twinning Association Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- **Contact details**
- **What information we collect, use, and why**
- **Lawful bases and data protection rights**
- **Where we get personal information from**
- **How long we keep information**
- **Who we share information with**
- **Sharing information outside the UK**
- **How to complain**

Contact details

Email

cirencestertwinning@gmail.com



What information we collect, use, and why

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses, email addresses
- Donation and subscription history
- Records of meetings and decisions
- Photographs or video recordings

We collect or use the following personal information for **Personal information to match up individuals and families for exchange visits**:

- Names and contact details
- Gender
- Addresses
- Date of birth
- Emergency contact details
- Photographs or video recordings
- Language preference
- Health information (including allergies and dietary conditions)
- Information about lifestyle (including smoking preferences), interests, family relationships and personal history



• Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another



organisation, or to you. [Read more about the right to data portability.](#)

- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **Personal information to match up individuals and families for exchange visits** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Directly from you



How long we keep information

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Retention Schedule

- Membership data including subscription is kept for length of membership and erased within 10 years of cancellation of membership
- Exchange trip data is erased within 10 years of the exchange
- Records of meetings and decisions are held for 10 years
- Financial records are held for 10 years
- Photographs or video recordings are erased within 10 years
- Donation records are held for 10 years

Who we share information with

Others we share personal information with

- Third parties:
 - We share necessary details with the exchange partners as and when we organise an exchange; Itzehoe Twinning Association and St Genis Laval Twinning Association
 - We do not share or sell your personal data with any third parties unrelated to twinning.



Sharing information outside the UK

Where necessary, we will transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please contact us using the contact information provided above.

Organisation name: Partnerschaftsverein Itzehoe

Category of recipient: Voluntary

Country the personal information is sent to: Germany

How the transfer complies with UK data protection law: The country or sector has been assessed as providing adequate protection to data subjects (also known as Adequacy Regulations or UK data bridge)

Organisation name: St Genis Laval Twinning

Category of recipient: Voluntary

Country the personal information is sent to: France

How the transfer complies with UK data protection law: The country or sector has been assessed as providing adequate protection to data subjects (also known as Adequacy Regulations or UK data bridge)



How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated: Sept 2025