

# Privacy Policy Duisburg-Portsmouth Friendship Committee (part of the Portsmouth European Cities Twinning Committee or ECTC)

We are a group of volunteers in the city of Portsmouth, UK who work together to promote the link with Duisburg in Germany. This link was set up in 1950 and is the second oldest link of its kind in the UK.

## ***What type of information do you collect?***

If you fill in our subscribe box we will collect via wix.com your given email address. Wix.com collects IP addresses, collected information may be provided by the visitors and users of this website or collected automatically through monitoring tools.

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; computer and connection information. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, communications); comments, and feedback.

## ***How do you collect information?***

In this section we explain our processes in collecting our site visitors' personal information. For example, when you send us a message through our contact form, or when you subscribe to our newsfeed.

When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, and email address. Your personal information will be used for the specific reasons stated above only.

## ***Why do you collect such personal information?***

This section explains why we collect our site visitors' personal information (PI). We collect email addresses for our newsfeed updates to be announced to those who expressed an interest, by physically entering an email address onto our website or by using our contact us form.

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate our Services;
2. To provide our Users with ongoing information about our organisation;
3. To be able to contact our Visitors and Users with general notices and messages about our organisation;
4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations.

## ***How do you store, use, share and disclose your site visitors' personal information?***

This is how we store and use our site visitors' personal information that we've collected. Our site visitors' information is shared only with third-party services and with legal enforcement agencies, according to relevant local regulations.

Our organisation is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide information on our operations and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers. N.B. (We currently have no plans to sell anything directly by our website)

### ***How do you communicate with your site visitors?***

Our means of communication will be by email, in order to alert our users of our news blog updates. Explain exactly how you contact your site visitors by using personal information collected on your website and how they can opt out of receiving such messages.

We may contact you to notify you regarding updates about our organisation, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email.

### ***How do you use cookies and other tracking tools?***

Our website tracks personal information through the use of cookies,

#### **Cookies and our Website**

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site.

In accordance with the GDPR, we must inform our users that we are using cookies on our site (via wix.com). Cookies are implemented in every site built by Wix. Take a look at the table below to view which cookies Wix implements on Wix sites:

<b>Cookie name</b>	<b>Life span</b>	<b>Purpose</b>
<b>svSession</b>	Permanent	Creates activities and BI
<b>hs</b>	Session	Security
<b>incap_ses_{{Proxy-ID}}_{{Site-ID}}</b>	Session	Security
<b>incap_visid_{{Proxy-ID}}_{{Site-ID}}</b>	Session	Security
<b>nlbi_{ID}</b>	Persistent cookie	Security
<b>XSRF-TOKEN</b>	Persistent cookie	Security
<b>smSession</b>	Two weeks	Identify logged in site members

### ***How can your site visitors withdraw their consent?***

Here we explain how our site visitors can withdraw their consent for collection of personal information, as well as how they can delete or change the collected information.

If you don't want us to process your data anymore, please contact us at [duisburgportsmouth.twinning@btinternet.com]. Alternatively, you may click unsubscribe on any e-mail sent to you via wix.com

### ***Privacy policy updates***

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

### ***Questions and your contact information***

Here we provide a valid e-mail address in order for our users or site visitors to be able to contact us.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [Duisburg Portsmouth Twinning] [duisburgportsmouth.twinning@btinternet.com](mailto:duisburgportsmouth.twinning@btinternet.com)