

WORSHIPFUL COMPANY OF BUILDERS' MERCHANTS



May 2018

PRIVACY NOTICE For GUEST of MEMBER

OVERVIEW

Data Protection. The Worshipful Company of Builders' Merchants ("the Company") is committed to safeguarding the privacy of its members and their guests. The Company will only use the information that we collect about you lawfully and in accordance with the Data Protection Act 1998 (the "Act") and successor legislation.

Changes to Data Protection Legislation. This Privacy Notice is intended to comply with the Act and with the General Data Protection Regulation 2016 ("GDPR"). It may be changed from time to time.

Data Subjects. This Privacy Notice is made available to all members of the Company as, in legal terms, members of the Company and their guests are "Data Subjects".

The Data Controller. The Company is, from a legal perspective, classed as the "Data Controller".

Purpose of Processing Personal Data. The Company collects personal data primarily to support and advance the purposes of the Company, to retain records on its membership, to support the aims of the Company, to support the City of London and the Lord Mayor and, through the Company's Charity, to raise money and support charitable and educational works.

Lawful Basis of Processing Personal Data. The lawful basis of processing your personal data is as follows:

Consent. Once you have agreed to this Privacy Notice, you will be registered for the processing of your personal data, based upon your Consent.

Categories of Personal Data Processed. The Company will endeavour to ensure that the information held is accurate and up to date. The information will be held securely in accordance with the Company's internal data protection and security

policies. The type or categories of personal data the Company will collect about you may include your:

- Name
 - Postal address
 - Email address
 - Other information including any special dietary information
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Category of Recipients of Personal Data. Your name and contact details will primarily be used internally within the Company; it will be used to notify you of details about the event to which you have been invited. If you attend a dinner, outing or other function organised by the Company, or by a member on behalf of the Company (such as a golfing or other sporting activity), your name and details may be provided to external organisations and service providers involved with the running of the event. Photographs of members and guests at events may appear in the Company's Newsletter, which is distributed to members and to other Livery Companies. Guests and members will be asked for their consent to such use of photography when they sign in to events.

Transfer of Personal Data Outside the EEA (European Economic Area).

Personal data will only be transferred outside the EEA or other areas with an adequate level of protection as determined by the EU, for specific events. If this is required, consent will be explicitly requested from you.

Sensitive Personal Data. We will never collect sensitive personal data about you without your explicit consent and a clear explanation of why it is required.

Special dietary requirements. Dietary requirements will be requested for each dinner or lunch and these will be held, subject to consent, to ensure individual needs are met. This information will be shared with external catering organisations subject to a proviso that they delete the information after the event has been held.

Sale or Passing of Personal Data to Third Parties. The Company will not sell or pass your personal data to any commercial or charitable organisation.

Retention of Personal Data. We will retain your personal data for the purposes of the event to which you have been invited and then for 12 months afterwards.

Data Subject's Rights. Under the Act and under the GDPR you have a number of rights including the right of rectification, right of erasure, right to restrict processing, right to data portability and a right to object. More information about these rights can be found in the Company's Data Protection Policy.

DISCLAIMER: The information in this Privacy Notice is for general guidance on your rights and responsibilities and is not legal advice. If you need more details on your rights or legal advice about what action to take, please contact an adviser or qualified lawyer.