

# WORSHIPFUL COMPANY OF BUILDERS' MERCHANTS



May 2018

## PRIVACY NOTICE FOR MEMBERS

### OVERVIEW

**Data Protection.** The Worshipful Company of Builders' Merchants ("the Company") is committed to safeguarding the privacy of its members. 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 are "Data Subjects". The Company may also, subject to your consent, collect personal information regarding your spouse or partner.

**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 includes your:

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- Name
  - Postal address
  - Email address
  - Mobile, and/or landline number
  - Bank account details for the payment of Quarterage (membership subscriptions) by direct debit and of charity donations by standing order
  - Other information including any special dietary information
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If you apply for further roles or appointments within the Company, we may request further information and retain additional records, such as interview notes.

Minutes of meetings and records of decisions may include your name and other information about you.

**Category of Recipients of Personal Data.** Your name and contact details will primarily be used internally within the Company and the Charity. It will be used to notify you of events run by the Company. Direct Debit instructions are processed by the Bursar to the Company in conjunction with a GDPR-compliant Direct Debit Bureau. 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. Members and guests 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.

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**Spouse and/or Personal Data.** Unless requested for specific purposes (such as to pass on event invitations from other Livery Companies to members' partners) and subject to separate consent, we will not hold personal data about a member's spouse or partner apart from his/her name.

**Children's Personal Data.** The Company will not hold or store data on members' children – apart from those who become members of the Company in their own right.

**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.

**Financial information.** Members' financial information, other than Direct Debit instructions (for membership subscriptions) and Standing Order mandates (for charitable contributions) is not held by the Company. Credit card details provided by members in order to book to attend events is destroyed after payment has been successfully processed.

**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 as follows:

**Information Held Under Consent.** Whilst you are a member of the Company. If you leave the Company, we will request your consent to continue to hold your name and relevant details to support our historical records.

**Data Subject's Rights.** Under the Act and under the GDPR you have a number of rights which are outlined below:

**Right of Access.** You are entitled to access your personal data so that you are aware of and can verify the lawfulness of the processing. This is achieved through the mechanism of a Subject Access Request (SAR) and you have the right to obtain:

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- Confirmation that your data is being processed (held)
  - Access to your personal data (a copy) and
  - Other supplementary information that corresponds to the information in this privacy notice.
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**Right of Access: Fees and Timings.** Under GDPR and from 25 May 2018, this information will be provided within one month. If an extension is required or requests are considered manifestly unfounded or excessive, in particular because they are repetitive, the Company may choose to: charge a reasonable fee, taking into account the administrative costs of providing the information; or refuse to respond. The reasons for this will be formally notified to you and your rights to appeal to the appropriate Supervisory Authority, i.e. UK Information Commissioner's Office (ICO), will be highlighted.

**Right of Access: Identify Verification.** To protect your personal data, the Clerk to the Company may seek to verify your identity before releasing any information, which will normally be in electronic format. For members this will normally be a simple process; however, if the SAR is made from a member living overseas, or a former member, or by the relative of a deceased member, then additional verification steps are likely.

**Right of Rectification.** Subject to a written request, you are entitled to have personal data rectified if it is inaccurate or incomplete. The Company will respond within one month of your request. In the unlikely event that the Company does not take action after a request for rectification, you would be informed of your rights to complain or seek judicial remedy.

**Right of Erasure.** You may request the deletion or removal of personal data where there is no compelling reason for its continued processing. The Right to Erasure does not provide an absolute “*right to be forgotten*”. However, you do have a right to have personal data erased and to prevent processing in specific circumstances:

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- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
  - When you withdraw Consent
  - When you object to the processing and there is no overriding legitimate interest for continuing the processing
  - Where the personal data was unlawfully processed
  - Where the personal data has to be erased in order to comply with a legal obligation.
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**Right to Restrict Processing.** Under the Act, you have a right to “*block*” or suppress processing of personal data. The restriction of processing under the GDPR is similar. When processing is restricted, the Company is permitted to store the personal data, but not process it further. In this event, exactly what is held and why will be explained to you.

**Right to Data Portability.** You may request to obtain and reuse your personal data for your own purposes across different services. This allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability. The Right to Data Portability only applies:

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- To personal data you have provided to the Company;
  - Where the processing is based on your Consent or for the performance of a contract; and
  - When processing is carried out by automated means.
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In these circumstances the Company will provide a copy of your data in CSV or PDF format free of charge, without undue delay and within one month. If there is a delay to this, you will be informed.

**Right to Object.** You have the right to object to:

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- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
  - Direct marketing (including profiling); and
  - Processing for purposes of scientific/historical research and statistics.
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**Automated Decision Making and Profiling.** The Company does not employ any automated decision making or conduct profiling of Data Subjects. However, if you have consented to the Company holding your details, we will send you notices and booking details of forthcoming events. These notices may be automated but they do not involve automated decision-making or profiling.

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The formal mechanism for members to raise concerns regarding the processing of personal data is primarily to email: [info@wcohm.co.uk](mailto:info@wcohm.co.uk); or send a letter by registered mail to: The Clerk, Worshipful Company of Builders' Merchants, 4 College Hill, London EC4R 2RB.

**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.**