



THE WORSHIPFUL COMPANY OF GLASS SELLERS OF LONDON CHARITY FUND

Privacy Policy

Last updated: 14 May 2018

The Worshipful Company of Glass Sellers of London Charity Fund (GSCF) is committed to protecting your privacy and complies with the principles of the relevant data protection regulations in this case the General Data Protection Regulation.

In the course of our day to day business and promoting our charitable aims we may collect and process information about members, contractors, donors, beneficiaries and members of the public such as those making enquiries about the charity. GSCF will endeavour to apply the data protection principles of fairness, transparency and lawfulness when dealing with your personal data.

As a general rule we only hold your information if you are a Liveryman or Freeman of the Worshipful Company of Glass Sellers of London and donate to the GSCF on a regular or ad hoc basis; if you are a beneficiary of a grant or bursary or if you provide services to the GSCF.

This privacy policy explains how and why we collect your personal data and how it is used.

About the GSCF and our Data contacts

What information do we collect and how?

We only collect personal information about you that is required for the purpose of carrying out the day to day business of the charity. For example, collecting and administering donations or processing a grant or bursary. Information collected may include:

- Name and address
- Email address and telephone numbers
- Payment information such as credit card and bank details
- How you would like to hear from us

What do we do with your information?

Processing

Donors and other members

Generally, all communication with you will be via the Clerk of the Worshipful Company of Glass Sellers of London.

We will only contact you directly if we have any queries relating to your donation or its administration and to thank you for your donation.

We will also do our best to keep your information up to date. This includes monitoring returned mail and email to let us know if you no longer live at the address we hold for you or have changed email address.

Please do let us know if your details have changed.

Beneficiaries

The GSCF will only contact you regarding payment and administration of your bursary or grant.

Marketing and communications

This section applies to members and donors only.

We will not send you any marketing communication directly. We will keep you updated about our work through communications from the Glass Sellers Company.

We may at times invite you to events for fundraising or ask you if you are able to support us further but only if appropriate and in line with this privacy policy.

We will only contact you by email or post if you have told us you would like to hear from us this way. You may update your communication preferences at any time by emailing The Secretary Mrs Sue Evans charity@glass-sellers.co.uk

Who will have access to my information?

Your information will be only be accessible to our staff, trustees and contractors if they are trained and it is appropriate in order for them to carry out their role in line with this Privacy Policy.

We will never sell your personal information, or let other organisations use it for their own purposes.

We will only share your personal information where:

- We are legally required to, or as a result of a lawful request by a governmental or law enforcement authority.
- We have engaged a supplier or contractor to carry out services on our behalf, such as providing secretarial or accounting services.

How do we keep your information safe?

The security of your information is paramount to us. All information is stored on password protected devices with firewall and virus protection.

Data that is transmitted via the internet or in email, cannot be 100% secure.

We will take every reasonable precaution to keep your information safe, but it cannot be guaranteed and so please be aware that any information you do transmit to us is at your own risk. Once we have received your information we will use our best effort to ensure its safety.

We will only hold your personal information for as long as reasonably necessary to administer your relationship with us. This is for as long as you remain a member of the Glass Sellers Company or as long as you are in receipt of support from the WCGS. We may be required to hold your data for longer for legal or taxation reasons.

We will not transfer your information outside of the European Economic Area.

If we dispose of your information, it will always be done securely.

How to get in touch and understanding your rights

You have the right to a copy of the information we hold about you. This is called a subject access request.

If you would like to make a subject access request you can do so by contacting our Secretary by emailing charity@glass-sellers.co.uk

You also have the right to have incorrect information corrected and the right to object to further processing of your personal information for direct marketing.

If you need help or have any questions about this policy and your rights regarding the processing of your personal information, please contact Mrs Sue Evans charity@glass-sellers.co.uk

Reviewing the Policy

This policy will be reviewed annually, or sooner if necessary, by the trustees to ensure that it is appropriate and complies with current data protection regulations.