



THE WORSHIPFUL COMPANY OF GLASS SELLERS OF LONDON

Privacy Policy

Last updated: 28 November 2018

The Worshipful Company of Glass Sellers of London (WCGS) is committed to protecting your privacy and complies with the principles of the relevant data protection regulations.

In the course of our day to day business we may collect and process information about members, staff, contractors, suppliers and members of the public such as enquirers and correspondents. WCGS will endeavour to apply the data protection principles of fairness, transparency and lawfulness when dealing with your personal data.

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

How we use your data

- To update and enhance Company records, for example, contact details, membership role, and provide Liveryman data for the City of London Common Hall Electoral Register.
- To provide members via the website, email and through written correspondence with information about past and future Company activities.
- To provide third parties with information about past and future Company activities.
- Together with the Worshipful Company of Glass Sellers of London Charity Fund to carry out the Company obligations to promote its charitable and educational aims.
- If members have provided dietary requirements, we will hold these securely within our membership database, and only share with caterers who we can confirm are aware of their Data Protection obligations.
- If you are a guest and have attended a Company function and have provided dietary requirements, we will pass these on to the caterers for the function only. Dietary requirements of guests will not be stored.
- The Company may take photographs at Company events for use on our website, magazine or for Company records.

Who will have access to your information?

We may share members data among the membership but will not transfer any member data to any third parties without permission unless indicated in this privacy policy.

In order to meet our obligations in relation to the register of electors for Common Hall each year, we will share members personal data (name, address, title and livery membership) with the Town Clerk & Chief Executive of the City of London Corporation for electoral purposes pursuant to the City of London Ballot Act 1887. A separate privacy notice setting out how your personal data will be processed by the City of London Corporation is available via this [link](#).

Your information will only be accessible to our staff and third-party contractors (Clerk, Administrator, Book Keeper and Treasurer) 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 administrative 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.

Collected data will be processed by staff or contractors. They may be engaged in, among other things, the processing of our payment details and the provision of processing information about member activities. By submitting your personal data to us, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

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, employee or contractor of 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.

Data breach

If a high risk data security breach occurs, the WCGS will notify the breach to the ICO and the affected individuals without undue delay.

Communicating with you

Where possible, our preferred method of communication is by email. On occasion it will be more appropriate to make contact by letter or telephone.

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 the Clerk by emailing clerk@glass-sellers.co.uk or by post to the address below.

You also have the right to have incorrect information corrected and the right to object to further processing of your personal information. If you wish to change your mailing preferences or opt out of communications sent by the WCGS please contact the Clerk.

If you need help or have any questions about this policy and your rights regarding the processing of your personal information, please contact the Clerk clerk@glass-sellers.co.uk or 07596 418127

Reviewing the Policy

This policy will be reviewed annually, or sooner if necessary, by the WCGS to ensure that it is appropriate and complies with current data protection regulations. For further information about this policy or our data handling practices please contact:

Paul Wenham

Acting Clerk

The Worshipful Company of Glass Sellers of London

Post: 238 Nelson Road, Whitton, Middlesex TW2 7BW

Email: clerk@glass-sellers.co.uk

Mobile: 07596 418127