



The Worshipful Company of Turners and The Worshipful Company of Turners Charitable Trust

Privacy Policy

The Worshipful Company of Turners and The Worshipful Company of Turners Charitable Trust (the '**Company**') has always understood that the Individuals and Companies that we work alongside have a right to data privacy and protection. With the introduction of the General Data Protection Regulation (GDPR) – effective May 25, 2018 we have also taken the opportunity to look at the data we collect and the usage, storage and disposal arrangements that we have in place to ensure its integrity and security.

In the course of running its day to day business and promoting its charitable and educational aims, we may collect and process information about our members, our staff as well as members of the public such as enquirers and correspondents. The Company will endeavour to apply the data protection principles of fairness, transparency and lawfulness when dealing with your personal data.

The Company website contains links to and from other related websites. Please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

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
- 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 that are aware of their GDPR obligations
- If you are a guest and have attended a Company function and have provided dietary requirements, we will pass these onto our caterers for the purpose of that function only. Dietary requirements for guests will not be stored
- The Company may take photographs at Company events for use on the Website or within Company records

Disclosure of your data:

- We may share member data amongst the membership, but will not transfer any member data to any third parties without permission unless indicated in this privacy policy
- We will never sell member or third party data for the purposes of marketing

Where we store your data:

- The data that we collect from members is stored on the Company password protected computer and database
- The data that we collect from third parties will either be stored on password protected computer for the purpose of Company related activities, or deleted.

Collected data will be processed by staff who work for The Company, or for one of our suppliers. Such staff may be engaged in, among other things, the processing of your 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 steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Data breach:

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

Communicating with you:

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

Your rights:

You have the right to ask us not to process your personal data. If you wish to change your mailing preferences or opt out of communications sent from the Company, you may notify us via our contact form on the website. Alternatively, you may contact the Clerk direct clerk@turnersco.com, 020 7236 3605.

Access to information:

The GDPR Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. If you would like to request a copy of your personal data under the Act or have any other related queries, please email clerk@turnersco.com.

The Company will review this policy annually and may amend it from time to time as it sees fit.
For further information about this policy, and the Company’s data handling practices, please contact:
Mr Alex Robertson, The Clerk
020 7236 3605
clerk@turnersco.com

Consent:

I agree to my data being managed and processed in accordance with The Worshipful Company of Turners and The Worshipful Company of Turners Charitable Trust privacy and data protection policies:

Name:

Signature:

Date: