

THE WORSHIPFUL COMPANY OF WHEELWRIGHTS' GROUP DATA PROTECTION PRIVACY NOTICE

General Data Protection Regulations (EU 2016/679)

INTRODUCTION

1. The Wheelwrights' Company Group is committed to keeping your personal information secure and private. This privacy notice lets you know what why we collect personal data, how we use it and the legal basis on which the information is held.
2. The Company's Data Protection Policy Document, which provides more detail on the applicable data protection law, principles and data subject rights, is available on request and to members on the Company's website.

THE GROUP

3. The Wheelwrights' Company Group, in the context of this Privacy Notice and to which the Group's data protection policy applies, is defined as The Worshipful Company of Wheelwrights (The Company) and the Wheelwrights' Charity (The Charity)

DATA CONTROLLER AND DATA PROTECTION OFFICER

4. The Wheelwrights' Company is the Data Controller, the organisation responsible for the accuracy and safeguarding of the data.
5. Due to the small size of the Company and the Charity no Data Protection Officer is nominated.

THE PURPOSE AND BASIS FOR PROCESSING YOUR PERSONAL DATA

6. We collect, use and store personal data for our legitimate business interest or compliance with legal obligations. In order to be able to conduct our business, the Group needs to collect certain personal data which is necessary to fulfil the functions, responsibilities and activities expected of the Group. Personal data, as required, is collected about our Liverymen, Freemen, Yeomen and Journeymen (collectively members) our staff, members of the public and suppliers with whom we have contact so that we can:
 - Maintain a database of names, addresses, email addresses, telephone numbers of all those with whom we need to communicate to pursue the activities of the Group including Company fellowship events.
 - Communicate to our members, staff, fellow livery organisations, suppliers and beneficiaries, as appropriate, news of our activities and future plans, including fundraising for the Charity.

- Understand the knowledge, experience, interests and professional qualifications of members in order to populate adequately our committees, sports teams and other activities requiring membership participation.
- Meet the needs of our contacts and suppliers and their requirements, to send documents and information about Company matters.
- In the case of officers and staff of the Company or the Charity, manage contracts and relationships with third party service providers and professional advisers.
- Fulfil the responsibilities and obligations of the livery to the Corporation of the City of London with respect to the election of Sheriffs and the Lord Mayor. This includes publishing the names and addresses of liverymen in The City of London Directory, Livery Companies Guide (the Blue Book), the City of London White Book and the Electoral Role for election of the Lord Mayor and Sheriffs.
- Understand the competences and suitability of job applicants.
- Maintain a list of donors to the Charity, for the purpose of claiming Gift Aid on their donations

7. It is the Group's view that holding and maintaining the above information is necessary to conduct its business efficiently in the interests of the Company, its members, the Charity and those with whom we have contact. Information will be retained on members indefinitely for historical records. Information required by statute or law will be retained in accordance with the legal requirements. Information held, in order to carry out the legitimate business of the Group will be retained for the period necessary to be able to conduct the business effectively.

NATURE OF THE INFORMATION HELD

8. Personal information is defined as anything that can identify a living person (NB: the regulations do not cover the deceased and thus by far the greater part of our archives do not come under these regulations).

9. The information we collect consists primarily of information submitted by members on their Freedom/Livery Application Form and accompanying CV and updates members have sent us, as well as banking information e.g. on Standing Order forms for the Charity. This may include:

- Names and addresses
- Telephone numbers and email addresses
- Age and gender
- Names, age and gender of partners and family members
- Photographs
- Professional qualifications
- Interests
- Employment
- Charity Standing Orders and Gift Aid Declarations
- Dietary requirements (for those attending dinners – legal health and safety requirement)
- Medical Conditions (only if volunteered by the data subject to assist the Company in fulfilling its welfare and health and safety obligations)

SHARING AND TRANSFER OF DATA

10. The Clerk (which may include any assistant) is the principal processor of your personal data. The Company's officers, Trustees of the Charity and, in respect of membership applications, the Court may also look at personal data from time to time. The Group may also share personal data with third parties for the purposes listed above including venues for certain fellowship functions, who might require a list of attenders for security and practical purposes, HMRC in order to process a claim for gift aid on donations to the charity and the operators of our staff payroll.

The Company has no intention of knowingly transferring your data outside the EU but recognises that certain service providers such as banks and investment managers who hold personal data relating to officers and staff of the Company may process personal information outside the UK. We will seek their assurance that it is secure and protected from unauthorised access. The Group does not carry out automated decisions using technology including profiling.

11. Members of the Company need to give their clear permission for their personal data to be shared with other members. Liverymen and Freemen of the Company will be asked specifically whether they wish their personal data, held on the Company's database, to be shared with other members. Not responding to this request will be interpreted as declining the sharing of personal information.

YOUR RIGHTS

12. All individuals have the right to be informed about the processing of their personal data, which this privacy notice sets out to do, the right to have their data corrected if inaccurate, the right to object to or restrict processing, the right to erase data held and the right to access their personal data.

Further information

For further information about this Privacy Notice, the Policy and the Company's data handling practices, please contact::

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