

Privacy Notice

The Worshipful Company of Basketmakers (the "Company") is committed to protecting your privacy. This Privacy Notice sets out the details of the information that we may collect from you and how we may use that information. Please take your time to read this Privacy Notice carefully.

1. About us

In this Privacy Notice we use "we" or "us" or "Company" to refer to the organisation acting as data controller of your information, being the Worshipful Company of Basketmakers.

2. What personal information do we collect and use?

The personal information that we collect will depend on your relationship with us. Please click on the relevant section below for detailed information regarding the types of personal information we are likely to collect and use about you.

1	Member ►
2	Name, partner's name, address, phone number, email address, bank account details for Direct Debits, year of joining the Company, and Company offices held.
1	Supplier ►
2	Name, address, telephone number, email address and bank account details.
1	Third party: Trade advisor ►
2	Name, address, telephone number and email address.

3. How do we collect your information?

We collect your personal information:

- Directly from yourself;
- From Members (via a Proposer and Secunder, who assist the potential Member candidate through the process of becoming a Member).

4. What are the purposes for which your personal information is used?

We may process your information for a number of different purposes. For each purpose we must have a legal ground for such processing.

Generally we rely on the following legal grounds:

- Our provision of your membership and assessing your application;
- Where we have an appropriate legitimate business, civic or ceremonial interest to use your personal information (which does not overly prejudice you), for example to inform you of Member Events, liaising with Common Hall of the City of London Corporation, providing Members' details annually for the "City of London Directory & Livery Companies Guide" and producing the Membership Booklet;
- Where we archive your personal information for the purposes of historical research and public interest;
- Where we have a legal or regulatory obligation to use such personal information;
- Where the use of personal information is necessary to establish, exercise or defend our legal rights.

5. Who do we share your information with?

From time to time, we may share your personal information with other departments within the Company or with other Members of the Company.

1	Member ►
2	<p>Personal information may be shared with the Account Manager, the governing Court of Assistants and its standing committees and working parties.</p> <p>Personal information (name, partners' name, address, phone number and email address) may also be shared with other Members of the Company.</p> <p>Name and addresses of Liverymen (Members) are supplied to the Common Hall Register. Some of this information therefore is publicly available.</p> <p>Name and addresses of Liverymen (Members) are supplied to the City of London, and are used by the City of London for the publication of a book listing all Liverymen.</p>

6. What marketing activities do we carry out?

We may use your personal information to provide you with information about information on Member Events, related City events and decisions within the Company which may be of interest to you where you have provided your consent for us to do so.

We are committed to only sending you marketing communications that you have clearly expressed an interest in receiving. If you wish to unsubscribe from emails sent by us, you may do so at any time by clicking on the "unsubscribe" link that appears in all emails. Otherwise you can always contact us to update your contact preferences. Please see further below for our contact details.

7. How long do we keep personal information for?

We will only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes set out in this Privacy Notice and in order to comply with our legal and regulatory obligations. If you would like further information regarding the periods for which your personal information will be stored, please see further below for our contact details.

8. What is our approach to international data transfers?

In principal, we do not store or process information that we collect about you in countries outside the European Economic Area ("EEA"). Some of our Members however live outside the EEA and will receive information on Member Events and Company decisions that may include personal information. We also occasionally exchange personal information with the Letzi Guild of Zurich, our Swiss affiliated organisation, with whom we have reciprocal events in our respective countries. If applicable to you, we will always ask your prior permission to share your personal information with this organisation.

9. Your rights

Under data protection law you have certain rights in relation to the personal information that we hold about you. You may exercise these rights at any time by contacting us using the details set out further below.

Please note that in some cases we may not be able to comply with your request for reasons such as our own obligations to comply with other legal or regulatory requirements. However, we will always respond to any request you make and if we cannot comply with your request, we will tell you why.

Your rights include:

1	<ul style="list-style-type: none">• The right to access your personal information ►
2	<p>You are entitled to a copy of the personal information we hold about you and certain details of how we use it</p> <p>There will not be a charge for dealing with these requests.</p> <p>Your information will usually be provided to you in writing, unless otherwise requested, or</p>

	where you have made the request by electronic means, in which case the information will be provided to you by electronic means where possible.
1	<ul style="list-style-type: none"> • The right to rectification ►
2	We take reasonable steps to ensure that the information we hold about you is accurate and complete. However, if you do not believe this is the case, you can ask us to update or amend it
1	<ul style="list-style-type: none"> • The right to erasure ►
2	In certain circumstances, you have the right to ask us to erase your personal information.
1	<ul style="list-style-type: none"> • The right to restriction of processing ►
2	In certain circumstances, you are entitled to ask us to stop using your personal information.
1	<ul style="list-style-type: none"> • The right to data portability ►
2	In certain circumstances, you have the right to ask that we transfer any personal information that you have provided to us to another third party of your choice.
1	<ul style="list-style-type: none"> • The right to object to marketing ►
2	You can ask us to stop sending you marketing message at any time.
1	<ul style="list-style-type: none"> • The right to withdraw consent ►
2	For certain uses of your personal information, we will ask for your consent. Where we do this, you have the right to withdraw your consent to further use of your personal information.
1	<ul style="list-style-type: none"> • The right to lodge a complaint with the ICO ►
2	<p>You have a right to complain to the Information Commissioner's Office (ICO) if you believe that any use of your personal information by us is in breach of applicable data protection laws and regulations.</p> <p>More information can be found on the Information Commissioner's Office website: https://ico.org.uk/</p> <p>Making a complaint will not affect any other legal rights or remedies that you have.</p>

10. Contact us

If you have any questions about how we collect, store or use your personal information or if you would like to find out more about this Privacy Notice, please contact us at:

Mrs Fiona Janczur, Clerk to the Worshipful Company of Basketmakers, 30 Cadgwith Place, Port Solent,

Portsmouth PO6 4TD

Tel: 02392 210923

Email: clerk@basketmakersco.org

11. Updates to this Privacy Notice

We may update this Privacy Notice from time to time to ensure that it remains accurate.

Please check back each time that you provide additional personal information to us.

This Privacy Notice was last updated on:27 September 2017.