The Worshipful Company of World Traders

Privacy Notice

Being transparent and providing accessible information to individuals about how we will use their personal data is important to the Company. The following are details on how we collect data and what we will do with it:

<table>
<thead>
<tr>
<th>What information is being collected?</th>
<th>Full Name, address, age, telephone and email contacts, professional experience, facial photo, interests as they relate to Company activities, any diet requests, aspiration to join the Company and the Livery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is collecting it?</td>
<td>The Clerk to the Company</td>
</tr>
<tr>
<td>How is it collected?</td>
<td>Freedom Application, Event bookings, Surveys</td>
</tr>
<tr>
<td>Why is it being collected?</td>
<td>To Process Applications, arrange admissions and clothings, establish accurate event arrangements, to learn of members interests and aspirations, advance our trade and profession, support the City and the Lord Mayor, and raise money to support charitable and educational works.</td>
</tr>
<tr>
<td>How will it be used?</td>
<td>Maintain a database, generate address labels and letters, prepare for ceremonies, book dinner numbers and request diets.</td>
</tr>
<tr>
<td>Who will it be shared with?</td>
<td>Within the Company; the Membership, relevant Committees and the Court. Outside the Company with the City Electoral register and the City Blue Book Directory. Members’ names may be given to third parties solely in connection with external events.</td>
</tr>
<tr>
<td>Identity and contact details of any data controllers</td>
<td>The Clerk is the sole administrator. Her contact is 01727 822181, or <a href="mailto:clerk@world-traders.org">clerk@world-traders.org</a> The Hon Treasurer monitors receipts from and payments to Members. His contact is <a href="mailto:treasurer@world-traders.org">treasurer@world-traders.org</a></td>
</tr>
</tbody>
</table>
Details of transfers outside the EU
No information is transferred outside the EU except when a trip is organised to a non-EU country, in which case the consent of the Member concerned will be obtained.

Retention period
Names, contact details and relevant Company admission, resignation and death dates are maintained in the database as a historical record of the Company's members.

Your personal data
You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Clerk so that the data can be updated in the records.

Sensitive Personal Data
We will never collect sensitive personal data about you without your explicit consent.

Conditions for processing
We will ensure any use of personal data is justified using at least one of the conditions for processing. All Officers who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Data Access Requests
Please contact the Clerk if you would like to correct or request information that we hold about you. There are restrictions on the information to which you are entitled under applicable law.

Data portability
Upon request, a data subject should have the right to receive a copy of their data in CSV format and/or PDF. These requests will be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. There is no fee for responding to these requests.

Right to be forgotten
A data subject may request that any information held on them is deleted or removed. An erasure request will only be refused if an exemption applies.
**Privacy by design and default**
The Clerk is responsible for ensuring that all IT projects commence with a privacy plan. When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

**Reporting breaches**
All Members have an obligation to report actual or potential data protection compliance failures such as access of a computer by an unauthorised third party; deliberate or accidental action (or inaction) by a controller or processor; sending personal data to an incorrect recipient; computing devices containing personal data being lost or stolen; alteration of personal data without permission; or loss of availability of personal data. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Information Commissioner’s Office (ICO) of any compliance failures that are material either or as part of a pattern of failures

**Monitoring**
Everyone must observe this policy. The Clerk has overall responsibility for this policy. She will monitor it regularly to make sure it is being adhered to.

**Consequences of failing to comply**
We take compliance with this policy very seriously. Failure to comply puts both you and the Company at risk.
The importance of this policy means that failure to comply with any requirement may lead to disciplinary action.
If you have any questions or concerns about this policy, contact the Data Processor (The Clerk).