



Worshipful Company of Constructors
Incorporated by Royal Charter

PROFORMA PRIVACY NOTICE

(Guest of a Member)

OVERVIEW

Our Intent.

We are committed to safeguarding the privacy of our guests. The Company will only use the information that we collect about you lawfully and in accordance with the Data Protection Act 1998 (The Act).

Changes to Data Protection Legislation.

Data protection legislation and the Act is currently going through a period of change. The introduction of the EU General Data Protection Regulation (GDPR) and the new British Data Protection Bill, which will replace the act and is currently passing through Parliament is the basis of this change. This Privacy Notice is therefore intended to comply with the Act and GDPR but may change over time.

The Data Controller.

The Worshipful Company of Constructors (to be known as The Constructors) are from a legal perspective classed as the “Data Controller”.

Data Protection Officer (DPO).

The Constructors DPO is The Clerk. The DPO fulfills a number of roles, one of which is to be the primary and independent point of contact for data protection matters.

The formal mechanism for members to raise concerns regarding the processing of personal data is primarily to e mail: constructorsclerk@constructorscompany.co.uk or send a letter by registered mail to: 5 Delft Close, Locks Heath, Southampton, SO317TQ. at which point the inquiry will be actioned by the DPO. However verbal enquiries from guests will be treated appropriately, although a written follow up should be sent.

Purpose of Processing Personal Data.

We collect personal data primarily to support and advance our industry, trade and profession, support the City of London & the Lord Mayor and raise money and support charitable and educational works.

Lawful Basis of Processing Personal Data – Consent.

The lawful basis of processing your personal data is Consent. Once you have agreed to this privacy Notice you will be registered for the processing of your personal data, based upon your consent.

Categories of Personal Data Processed.

The information we hold should be accurate and up to date. The personal information which we hold will be held securely in accordance with our internal data protection and security policies. The type or categories of personal data we will collect about you includes your:

Name, Special dietary requirements and appropriate other information.

Category of Recipients of Personal Data.

Your name and dietary requirements will be primarily only be used internally within the Company and in conjunction with other stakeholders involved in Dinners, lunches and other functions.

Transfer of Personal Data Outside the EEA(European Economic Area).

Personal Data will not be transferred outside the EEA.

Sensitive Personal Data.

We will never collect sensitive personal data about you without your explicit consent and clear explanation why it is required.

Sale or Passing of Personal Data to Third Parties.

We will not sell or pass your personal data to any commercial or charitable organization.

Retention of Personal Data.

We will retain your personal data for the purpose of the event to which you have been invited. We will then retain it in historical records (as part of the seating plan).

Data Subject's Rights.

Under the Act and in even more so under the GPDR you have a number of Rights, the Clerk as DPO can explain.