

THE WORSHIPFUL COMPANY OF BRODERERS AND BRODERERS' CHARITY TRUST PRIVACY NOTICE

Transparency of Data Protection. Being transparent and providing accessible information to Members about how their personal data will be used is important to the Company. The following details on how the Company collects data and what it does with it:

What information is being collected?	<p>Full name. Date of birth. Address and contact details (phone & email). Family & marital details (to provide historic record against future searches – e.g. to prove future right of admission through patrimony). Educational details. Professional experience. Honours & awards. Interests as they relate to the Company. Record of Company Offices held. Membership of other Livery Companies / City organisations. Photographs. Short biography/CV when needed. Any dietary requirements provided by the subject. Financial donations (charitable donations to BCT and quarterage). Gift Aid statements.</p>
Who is collecting it?	The Clerk to the Company
How is it collected?	<p>Freedom Application Event Bookings Surveys</p>
Why is it being collected?	<p>To process applications. Arrange Admissions & Clothings. Establish accurate event arrangements. Enable Company succession planning Provide improved service and support to Members.</p>

How will it be used?	<p>Maintain a database</p> <p>Produce annual Livery List</p> <p>Enable postal, email & telephonic communication of Company news and events</p> <p>Enable prudent and transparent management of Company and Charity accounts.</p> <p>Prepare ceremonies, dinners and other events.</p>
Who will it be shared with?	<p>Within Company:</p> <p>By Livery List to all Members.</p> <p>To event and functional committees, as needed</p> <p>Outside the Company:</p> <p>Common Hall Register</p> <p>Venues & catering companies, as needed (on event-only basis).</p>
Identity and contact details of any data controllers	<p>The Clerk is sole administrator. Contact via:</p> <p>01380 871567</p> <p>clerk@broderers.co.uk</p>
Details of transfers to third country and safeguards	<p>No information is transferred to any foreign country</p>
Retention period	<p>Names, contact details and relevant Company admission, death or resignation dates are maintained as an historical record of the Company's Members.</p>