

PRIVACY POLICY

The Worshipful Company of Chartered Secretaries and Administrators (WCCSA) is dedicated to ensuring that your privacy is protected. We recognise that privacy is important. This Privacy Policy explains how we collect and use any Personal Information you provide to us.

Why we collect data

WCCSA collects and processes personal data in order to provide its services. Our services include the provision of membership services, events and the provision of information and experiences to promote the governance profession.

In order to provide these services, we collect data directly from individuals through online and paper-based forms, print and online applications, in email, over the phone and in person. Photographs may be taken at certain events in order to promote the company and to provide an historic record.

The information we collect

The Personal Information you enter into the contact form on our website. The information you include on your application forms, or supply as part of face-to-face meetings or in correspondence with members of the company. We may hold details of prospective members of the company while they are in the process of considering joining. Photographs of yourself as part of your application or taken at member events.

The legal basis on which WCCSA processes personal data

In the main members are asked on joining whether they are agreeable to WCCSA processing information for these purposes and the legal basis is therefore primarily contractual. WCCSA also has legal obligations to comply with its Royal Charter which requires it to process certain information.

We need to hold and process personal data about members, potential members, apprentices or mentees or guests at events in order to deliver and administer the services that we provide. By allowing us to collect these details you are allowing The Worshipful Company of Chartered Secretaries and Administrators to use that information to the level that UK law allows.

WCCSA also keeps its members, apprentices and mentees informed of its networking and events activities via updates on the basis of legitimate interest. It is in both the interest of the Company and its members, apprentices and mentees that they are aware of the activities and initiatives from which they can benefit. This kind of information is also a legitimate part of what anyone with a relationship with a livery company might reasonably expect to receive. These updates take place principally through the Clerk's monthly Notices.

Members, apprentices or mentees can opt out of their service emails by logging into the Members Only section of the Website and updating their preferences.

Members, apprentices or mentees can also choose not to have their photographs taken at company events or displayed in company publications or as part of the company's online presence. Please refer to the contact section below.

Disclosure of Information

We want you to share your Personal Information without worrying about whether this will generate unwanted sales or marketing activity such as junk mail or spam.

The Worshipful Company of Chartered Secretaries and Administrators is registered with the Information Commissioner's Office (entry no. Z5720707). We take all reasonable care to prevent any unauthorised access to and use of your personal data.

Whilst any Personal Information that we use to provide or promote the company and our services to you will not be passed to any third party organisation for marketing purposes, on occasion your details, should you become a member, may be shared by WCCSA's approved contractors or agents, in order to inform you and/or produce relevant services.

Members' Personal Information may be passed to other City organisations including but not restricted to:

- Guildhall (regarding the electoral roll) and
- The Editors of the City of London Directory and Livery Companies Guide.

The company has contracts with suppliers who help it process data and we reserve the right to allow them to process data on our behalf. These include among others a Direct Debit bureau, payroll bureau, and accountants and bookkeepers all of whom are contracted to deal with data in accordance with the GDPR and UK Data Protection Act.

We reserve the right to disclose Personal Information to any third party which has a legal right to request such information.

Security of Data

The transmission of information via the internet is not completely secure and we cannot guarantee the security of data sent to us electronically. We will take reasonable steps to ensure that data is treated securely and in accordance with this Privacy Policy.

Contact and further information

WCCSA is the data controller. If you have any requests about your personal data or queries with regard to how we handle your data you can contact the Clerk by phone on 020 7726 2955, email (clerk@wccsa.org.uk) or write to us at Clerk, WCCSA, Plaisterers' Hall, One London Wall, London EC2Y 5JU.

Cookies

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on <http://www.allaboutcookies.org/>

We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile of our site users so that we can continue to improve it.

Links to Other Sites

If you use a link on this Website to take you to another site, your privacy may not be protected in accordance with this policy. You will need to check that website's own privacy policy.

We make no representations as to the accuracy or any other aspect of information contained in other websites.

Consent and Changes to the Privacy Policy

By using this Website you consent to our collection and use of your Personal Information as stated above.