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**From** The Clerk of the Stationers' Company

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**To** All those who are applying for membership of the Stationers' Company

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**Copies**

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**Date** 7 March 2019

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**Subject** Data Privacy Notice: **Action Required**

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## 1 Background

Data Protection legislation and the Data Protection Act 1998 (the 'Act') have changed. The European Union's General Data Protection Regulation (GDPR) and the new Data Protection Bill, replaced the Act on May 25, 2018. This Privacy Notice is therefore intended to comply with the Act and GDPR.

The Worshipful Company of Stationers and Newspaper Makers (known as the Stationers' Company) is the Data Controller as defined by the Act.

Your information is important to us and we are committed to protecting your personal information. We want to maintain the trust and confidence of all of our members.

This Privacy Notice gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

The information you share with us means you will benefit from our ability to assess your eligibility to join the Company.

**Please do not ignore this memo. Your attention is drawn to the vital need to complete and return your Consent Form as explained in paragraph 11 below.**

Unfortunately, it's going to be very difficult to communicate with, and progress the memberships of, those who do not consent to the Stationers' Company holding personal data about them.

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## 2 Intent

We are committed to safeguarding the privacy of those applying for membership. The Company will only use the information that we collect about you lawfully and in accordance with the legislation.

We will not sell, rent, trade or share your personal data with any third-parties without your consent.

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### 3 Terms and conditions of applying for membership

This Privacy Notice forms part of the terms and conditions for those people who are applying for membership. In legal terms, you, as someone who is applying for membership of the Company, are a 'Data Subject' and hold rights under the legislation.

We will collect, hold and process personal information about you for the following purposes.

- Processing your application for membership
- Making you aware of Company events and activities that you may wish to attend

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### 4 Lawful basis of processing personal data

The lawful basis of processing your personal data is with your consent. By agreeing with this Privacy Notice and our Terms & Conditions, you will be registered for the processing of your personal data, based upon your consent.

Some of our service providers may have access to your data in order to perform services on our behalf, e.g. processing payments for events or dinners. We ensure that all service providers meet our standards for data security. They will not use your data for anything other than the purpose relating to the service they are providing.

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### 5 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 categories of personal data we will collect about you, your spouse and dependents include the following.

- Names
- Workplaces
- Postal addresses
- Email addresses
- Telephone numbers
- Photographs
- Membership status
- Events attended
- Gender
- Marital status
- Dates of birth, marriage and death
- Education history
- Interests, hobbies and sports
- Dietary requirements
- Membership of other organisations

- Civic appointments, qualifications
- Employment history
- Qualifying occupation for membership
- Reasons for applying for membership
- Ayes/no decision on recommendation for membership
- Areas of interest in the Company
- Possible contribution to the Company
- Interest in serving on committees
- Sponsors
- Milestones in membership progression
- Committees served and offices held
- Interest in the Stationers' Crown Woods Academy
- Membership fees, quarterage, events and other invoices issued and paid
- Standing orders pledged and given, one-off donations
- Other information

Equally minutes of meetings and records of decisions may include your name and other information about you.

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## 6 Users of Personal Data

Your personal data will only be used internally within the Company by members of staff or officers of the Company. Where images or information is used about you for external purposes this will be in line with our marketing and social media policies.

Personal data will very rarely be transferred outside the EEA or other areas of adequacy determined by the EU. If this is required, consent will be explicitly requested from you.

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## 7 Sensitive Personal Data

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

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## 8 Retention of Personal Data

We will retain your personal data whilst you remain part of the membership application process. If you wish to withdraw from the process, please inform us and we will destroy all your personal data and confirm this to you. If your application is rejected, we will destroy all your personal data and confirm this to you.

No information relating to conversations that take place at your interview (other than the categories of personal data listed in section 5 above), or during the decision making process of the interview panel, other than the yes/no decision on membership, are retained after the interview.

On becoming a member you will be asked to renew your consent and add, if it is appropriate, the consent of your spouse and children.

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## 9 Your rights

You are entitled to access your personal data so that you are aware of and can verify the lawfulness of the processing. This is achieved through the mechanism of a Subject Access Request (SAR) and the office can provide you with a form for this purpose or, if you prefer, you can contact us by phoning, emailing, or writing using our office contact details.

You are entitled to have personal data rectified if it is inaccurate or incomplete. We will respond within one month of your request.

You may request the deletion or removal of personal data where there is no compelling reason for its continued processing. The Right to Erasure does not provide an absolute 'right to be forgotten'. However, you do have a right to have personal data erased and to prevent processing in specific circumstances.

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When you withdraw consent
- When you object to the processing and there is no overriding legitimate interest for continuing the processing
- When the personal data was unlawfully processed
- When the personal data has to be erased in order to comply with a legal obligation

You already have a right to 'block' or suppress processing of personal data. The restriction of processing under the GDPR is similar. When processing is restricted, the Stationers' Company is permitted to store the personal data, but not further process it. In this event, exactly what is held and why will be explained to you.

You may request to obtain and reuse your personal data for your own purposes across different services. This allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

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## 10 Automated Decision Making and Profiling

The Stationers' Company does not employ any automated decision-making or undertake profiling of our members. However, if you have consented to be held on our membership database and to receive communications from us (see paragraph 3), we may periodically send you marketing information so that you are informed of upcoming events and Company activities. These will be automated but they do not involve automated decision-making or profiling. You can unsubscribe from these at any time.

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## 11 Consent form

Please complete and sign the attached consent form *as soon as possible*. Forms can be posted or scanned and sent by email to [admin@stationers.org](mailto:admin@stationers.org).

**If you have not yet done so, please do not delay and do not ignore this notice.**

Your response is required to ensure that you continue to receive communications from the Company.

As I have already said in paragraph 1 above, unfortunately, it's going to be very difficult to communicate with, and progress the applications for membership of those people who do not consent to the Stationers' Company holding personal data about them.

Updates or changes to this Privacy Notice and further information

This Notice may be updated to take into account changes at the Stationers' Company or, for example, to reflect changes to legislation. We will inform you of any future changes.

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**Stationers' Company declaration of those applying for membership**

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Applicant name

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Date of birth

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I hereby confirm that I have received, read and understood the Stationers' Company's Data Privacy Notice dated 7 March 2019.

I hereby give my consent for the Stationers' Company to collect, hold and process my personal data on the terms and conditions set out in the Data Privacy Notice dated 7 March 2019.

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Signed

Date

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