



The Worshipful Company of Lightmongers and The Worshipful Company of Lightmongers Charitable Trust Limited

Dear Fellow Lightmonger

Issue 2 – October 2019

Data Protection Privacy Notice - GDPR

As you will be aware Data Protection Laws are in the process of being updated to incorporate the General Data Protection Regulations (GDPR). The Lightmongers Company and Charitable Trust have both updated their Data Protection Policy accordingly and we are now writing to Members to update you on this matter in the form of this Privacy Notice, which covers both our membership/events activities and our charity/education activities. The Data Controller for the Lightmongers Company is the Court and for the Charitable Trust it is the Trustees and questions in the first instance should be addressed to the Clerk, contact details at the end of this letter.

We hope you find this Privacy Notice clear and helpful but if you have any questions regarding it please do contact the Clerk for further information.

The Lightmongers are committed to safeguarding the privacy of our Members personal data. The Company will only use the information that we hold about you lawfully and for the purposes of your Lightmonger membership, including supporting the City of London and the Lord Mayor, supporting our affiliated organisations and raising money to support our charitable and educational works.

The lawful basis on which we hold and process your personal data is Legitimate Interest i.e. we only collect the information we need to provide the membership services and activities that you would expect a City of London Livery Company such as the Lightmongers to provide. The personal data we hold is that which you provide to us when initially becoming a member and as updated by you from time to time. This includes name, address, contact details, qualifications, employer/business, partners name (where you provide) and appropriate other information e.g. your personal photo. If you apply for further roles within the Company we may request further information and retain additional records. With your support we keep this personal data up to date and hold it securely, with access limited to authorised people and to be used solely for Lightmongers purposes. A limited amount of your personal data i.e. name, contact details, employer/business name and your personal photo, where provided, is included in a Member's Directory, which is made available to Members solely for the purposes of contacting each other. Members can advise the Clerk that they do not wish to be included in the Directory at all or any contact details they do not want included.

For the purposes of guest lists and table plans we also hold names of guests that our members invite to Lightmonger events as well as the names of members. This information is retained in the form of historic information regarding our events but is not processed any further after the event for which you provided it. For the purpose of the events this information is also shared with the caterers but deleted by them after the event is finished.

We will hold and process your personal data whilst you are a member. Should you cease to be a member we will continue to hold your personal data securely for a period of time afterwards to allow us to meet any statutory accounting requirements and for historical statistical purposes.

Your rights:

In addition to this Privacy Notice as part of the revised Data Protection law, you have a number of other rights regarding your personal data that the Lightmongers hold, as follows:

Right of Access to your data: You are entitled to access your personal data and also requested to assist us by informing us of any changes to that data so that we can maintain up to date accurate records. To obtain details of what we hold you should do so through the mechanism of a subject Access request (SAR), which you can obtain from the Clerk. This information will then be provided within one month and usually without charge. To protect your personal data The Clerk will seek to verify your identity before releasing any information, which will normally be in electronic format. As a member this will normally be a simple process, however if the SAR is made from a member living overseas, a former member or by the relative of a deceased member, then additional verification steps may be required.

Right of Rectification of your data: you are entitled to ask for rectification of any of your personal data that we hold. The request can be made in writing or verbally. The Clerk will respond to your request within one month confirming whether the rectification has been made and providing explanation where needed.

Right of Erasure. You are entitled to request the deletion or removal of personal data in certain circumstances e.g. where there is no compelling reason for its continued processing. The Right to Erasure does not provide an absolute “right to be forgotten” as your data may form part of the Company achieves. Requests, in writing or verbally, should be made to the Clerk, who will respond to them within one month.

Right to Restrict Processing: You are entitled to request, in certain circumstances, that processing of your personal data is restricted. Requests, in writing or verbally, should be made to the Clerk, who will respond to them within one month.

Right to Object: You are entitled to object to the processing of your data in certain circumstances e.g. to stop it being used for direct marketing (which would never be the case with Lightmongers as we would not use your personal data for such a purpose). Requests, in writing or verbally, should be made to the Clerk, who will respond to them within one month.

If you need any further information in relation to this matter please contact the Clerk, contact details below, who will provide additional information or clarification. Thank you for your support in helping the Lightmongers to manage your personal data professionally, securely and in compliance with these new Data Protection requirements.



Phill Hyde
Clerk

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