

# DATA PRIVACY NOTICE

## NON-MEMBERS



### 1. Background

The Worshipful Company of Stationers and Newspaper Makers (known as the Stationers' Company) is the City of London Livery Company for the Communication and Content Industries.

As part of our mission to be the most effective independent business and social forum for these industries, we organise a programme of events focused on their strategic development, success and education.

Many of these events are open to non-members of the Company as well as members and, in order to promote these events and organise them effectively, the Company holds and processes the personal data of people working in, or connected to, the communication and content industries.

The Stationers' Company is the Data Controller as defined by the Data Protection Act 1998 and the European Union's General Data Protection Regulation (GDPR).

Your information is important to us and we are committed to protecting your personal information. We want to maintain the trust and confidence of everyone who attends our events, or otherwise has dealings with us.

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 new information about the Company, its events and other services that it offers to people working in, or connected to, the communication and content industries.

### 2. Intent

We are committed to safeguarding the privacy of everyone who shares their personal data with us. 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.

### 3. **Terms and conditions of non-member involvement with the Stationers' Company**

This Privacy Notice forms part of the terms and conditions of non-members' involvement with the Stationers' Company, including receiving news, applying to attend and/or attending events and benefiting from services offered by it. In legal terms, you are a 'Data Subject' and hold rights under the legislation.

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

- keeping you informed about matters that relate to the Stationers' Company and the communication and content industries in general
- organising events and activities for you and your guests to attend
- raising money for, and supporting our charitable and educational activities

### 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. 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.

### 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 include the following.

- Names
- Job titles
- Workplaces
- Postal addresses
- Email addresses
- Telephone numbers
- Events attended
- Dietary requests
- Industry sector

Photographs taken at events may include you, although we will not mention your name without your express permission.

## 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 are 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.

## 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.

## 8. Retention of Personal Data

We will retain your personal data whilst we hold your consent to do so, which we will renew every three years.

## 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 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.

#### 10. **Automated Decision Making and Profiling**

The Stationers' Company does not employ any automated decision-making or conduct profiling of our members. However, if you have consented to be held on our non-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.

#### 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.

#### 12. **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.

**Stationers' Company Non-Member's declaration**

Full name: .....

Email address: .....

I hereby confirm that I have received, read and understood the Stationers' Company's Non-Member Data Privacy Notice dated 26 April 2018.

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 Non-Member Data Privacy Notice dated 26 April 2018.

Signed: ..... Date: .....

**Contact details**

If your contact details have changed, please let us have updated details.

Company: ..... Job title: .....

Address: .....

Telephone: .....

Dietary requirements: .....

Please complete this form immediately. You can then either scan it and email it to [admin@stationers.org](mailto:admin@stationers.org) or post it to the Clerk, the Stationers' Company, Stationers' Hall, Ave Maria Lane, London EC4M 7DD.