



Guild of Freemen of the City of London

Legal Notices: 28th June 2018

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Content

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Privacy Policy

The Guild of Freemen of the City of London collects personal information (e.g. name, address, email, telephone number, gender, date of birth, occupation, bank account details) when you communicate with us. This may be in the form of emails, letters, phone calls and the completion of forms (electronic or otherwise). We use personal information to contact you by post, telephone or email, but we will never sell or disclose any information you provide to us to any third party other than for the purpose for which it was collected. Your electronic information is held on a secure server and access to our electronic data is password protected. Paper records are also kept by the Guild Office. Third party recipients of names and addresses are companies that the Guild uses to print and distribute its communications such as The Freeman, Annual General Meeting papers and the Master's Programme of Events and caterers for Guild events.

The Guild of Freemen of the City of London is the data controller; the Clerk is the data processor.

The Guild of Freemen of the City of London is a membership organisation and as such has a legitimate interest in processing members' information for purposes connected to the Guild. The processing of personal data for direct marketing purposes may be regarded as carried out for a legitimate interest and is of benefit to members e.g. to send members information about the Guild such as The Freeman journal, AGM papers, Master's newsletter, the Master's Programme of Events, additional events through the year and availability of places. We will use members' information to process membership subscriptions, to seek payment for events and merchandise and to ensure dietary requirements are known by caterers at Guild events.

The Guild has a legitimate interest for marketing activities if we can show the use of people's data is proportionate and has a minimal privacy impact and that people would not be surprised or likely to object and if we don't need consent under PECR. The very nature of the Guild as a membership organisation is for the purpose of "charity, benevolence, education and social activities". Members have joined the Guild for those purposes so by joining they have opted in to receive information about events from us - they have subscribed to a service that the Guild provides. We will email and send information by post to members from time to time as matters of interest arise.

If you object to this processing you may ask for your personal data to be removed from the marketing list at any time by emailing clerk@guild-freemen-london.co.uk or telephoning 0207 239 9016.

You have the right to seek confirmation as to whether or not personal data concerning you is being processed, and, where that is the case, access the personal data (*Article 15 of the REGULATION (EU) 2016/679*). Contact clerk@guild-freemen-london.co.uk or telephone 0207 239 9016.

We will retain and archive member information for historical research purposes by the Guild. You have the right to ask us to erase data that we hold about you. Contact clerk@guild-freemen-london.co.uk or telephone 0207 239 9016.

If you have any concerns about the way The Guild handles your personal information contact clerk@guild-freemen-london.co.uk. If The Guild is unable to resolve your information rights concerns you can raise your concern with the Information Commissioner's Office <https://ico.org.uk/concerns>

Cookies

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The cookies we set on our site are "session cookies", which means that your log-in details are stored temporarily in your computer while you move around the site, and are essential if you wish to use that part of the site. Session cookies are deleted when you log out, close your browser or exit from the internet.

We also use Google Analytics, which sets its own cookies, to collect information on how you use our website such as which pages you go to most often. The information is anonymous and we use it to improve how our site works. These cookies do not collect any personal information.

Log Files

Log files are maintained by our Internet Hosting service and allow us to record visitors' use of the site. Log files do not contain any personal information. Log file information is combined from all our visitors and is used for statistical purposes.

Availability

We will endeavour to ensure that the website is available 24 hours a day, however we reserve the right to suspend or cancel the website at any time. We also cannot guarantee uninterrupted service due to technical or other reasons outside of our control.

External Links

Links from our website to other sites are for information only and we are not responsible for nor endorse any content of any site we link to, nor can we guarantee that links on the site will work all of the time and we have no control over the availability of linked pages.

Security

We will take reasonable steps to ensure that any data sent electronically to us via our website and stored and processed by us is in accordance with the Data Protection Act and General Data Protection Regulations. However, you accept the risk that data sent electronically to us via the

website may be intercepted before reaching us or accessed from our data storage by unauthorised third parties, who may exploit this unlawfully.

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Accessibility

We have endeavoured to make this website easy to use and accessible to everyone by following the standards set out in the Web Accessibility Initiative of the W3C (the web standards body) so that people, regardless of any disability, will be able to access all the information we have online. If you have any problems in using this website please [contact us](#).