

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

### **PRIVACY POLICY FOR SERVICE USERS, BENEFICIARIES, STUDENTS, VISITORS, GUESTS AND MEMBERS OF THE PUBLIC**

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data.

This policy applies if you are a guest or visitor/user of the hall of the Worshipful Company of Carpenters (WCC), a service user of the Rustington Convalescent Home (RCH), a student at the Building Crafts College (BCC), a beneficiary of the Norton Folgate Trust (NFT), visit our website, email, call or write to us.

#### **Who are 'we'?**

In this policy, whenever you see the words 'we', 'us', 'our', it refers to the WCC, the BCC, RCH and our charities the NFT and the Carpenters' Company Charitable Trust (CCCT).

#### **What personal data do we collect and process?**

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address) will be collected and used by us. We'll only collect the personal data that we need.

We collect personal data in connection with specific activities such as grant requests, student applications, service user applications etc.

The personal data you give us may include name, title, address, date of birth, age, gender, employment status, demographic information, email address, telephone numbers, personal description, financial, gift aid forms and photographs.

If you make contact with us we may keep a record of that correspondence.

#### **How we use your personal data**

We will only use your personal data on relevant lawful grounds as permitted under the GDPR.

#### **Who we might share your personal information with**

It may be necessary for us to share your information with third parties. We shall not disclose your personal information unless obliged to, or allowed to do so by law. In such circumstances, we ask those people to give us confidentiality or non-disclosure undertakings. We will not share your information other than as described above without your express consent.

#### **Links to third party websites**

Our website may contain links to other websites. If you follow a link to any of these websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for these policies.

## **How do we keep your personal information safe?**

We will only use and store your information for as long as it is required and for the purposes intended. The duration of its storage will depend upon the information in question, its purpose and, sometimes, statutory legal requirements. We do hold some information for archival purposes.

## **How we secure your data**

The personal information that you provide will be held securely and will not be used for any other purpose than as provided for in this policy. We have appointed Data Protection Officers to oversee that these controls are in place.

## **How do we keep your personal information up to date?**

We endeavour to keep your personal information accurate and up to date. If there are any inaccuracies or any changes to your information please e-mail [janet@carpentersco.com](mailto:janet@carpentersco.com) for all matters, other than [manager@rustcon.co.uk](mailto:manager@rustcon.co.uk) for RCH and [Tim.Martin@thebcc.ac.uk](mailto:Tim.Martin@thebcc.ac.uk) for BCC.

## **How can you access the information we hold about you?**

You have the right to know what personal information we hold about you and you can request to receive a copy of that information.

## **Changes to this privacy policy**

We will amend this privacy policy from time to time to ensure that it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted on our website.

This privacy policy was last updated on 25 April 2018.

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to [dpo@carpentersco.com](mailto:dpo@carpentersco.com) for general enquiries and those relating to WCC, NFT and RCH; and at the BCC the Bursar at [Rebecca.datta@thebcc.ac.uk](mailto:Rebecca.datta@thebcc.ac.uk).

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