

WCSM MEMBERS: STATEMENT ON USE OF INFORMATION

The requirement to hold and use personal data safely and fairly applies just as much to membership organisations like Livery companies as to retailers and financial institutions. We must have a written record of your specific consent for us to hold personal information and to communicate with you in certain ways. Usually, you will have given this consent as part of your application form or by means of a specific GDPR consent form. A form is available below if you would like to update your information.

If we do not have your specific consent, we will only be able to communicate with you in a very limited way and for very limited purposes as a legitimate interest to fulfil the terms of your membership of the Company.

We encourage you to tell us by phone, email or letter, if your details change. You can contact us at any time to change your consent or to correct the information we hold about you. Please contact the office on +44 (0) 207 236 2932 or email clerk@spectaclemakers.com

How we use your information

For members who have already provided email addresses, we use those details to send you general information about Company and Society events, trade conferences and professional discussions, about the activities of our associated charity and about sporting and social events connected with the Company or the City of London in which you may be interested. If you do not want to receive this sort of information, please let us know and we will remove you from the mailing lists.

You may also receive information about charitable activity which supports the work of the Company. The Company has no access to information about Charity donors. A separate list is maintained by the Charity.

We send email messages through a free system called "MailChimp" which can show us if you have received messages and if you have "clicked" on a message. We use this information to monitor general response rates, rather than tracking any individual activity.

We use the contact details you have given us (including email addresses and telephone numbers, as necessary) to answer your questions, to let you know the rates of quarterage and remind you when quarterage is due and to send you copies of the journal "From The Master and Wardens". All of these are essential in continuing your membership of the Company.

Name and address details of Liverymen form part of the Voting Register maintained by the City of London Corporation for the election of the Lord Mayor and the Sheriffs. Other than for this purpose, and for mailing of "From the Master and Wardens", we do not pass on addresses to third parties and we would never do so for commercial marketing purposes.

All members of the Company are asked to make sure they have specific consent from guests before passing on to us the names, addresses and information we will need to ensure they are welcomed and treated properly at a Company event. We hold records of everyone who has attended Company and Society events only for as long as it is necessary to do so. A record may, however, be kept of seating plans and photographs for archive purposes.

If you or your guests do not want to appear in photographs taken at any Company or Society function, please advise the Clerk and we will make sure this does not happen. This includes photographs taken during virtual events. If you participate in a virtual event, you can choose to turn off your camera and microphone so that other participants will not be able to see and hear you. The meeting host will also be able to do this for you if you need assistance or for technical reasons. All participants will be informed in advance if the virtual session is being recorded.

Credit card information is held only momentarily, to process each transaction. Credit card details are never retained on file. For those who pay quarterage by direct debit, we maintain account details on our central database, which is password protected. This information is shared with approved payment agents for the purpose of processing renewals in June each year.

You have a continuing right to ask for your information to be amended if you believe any details are incorrect. You can also ask for your information to be deleted entirely. We hope you will think carefully before asking us to delete information. Livery companies hold historic data to preserve a continuous record of membership across the generations. Answering family history enquiries would be impossible if we had been asked, in the past, to delete a member's record.

The database we use has strict password protection under the control of the Clerk. Passwords are changed regularly. Information is backed up each night to another server within the UK which has its own security protection. The Microsoft software we use to send email and store documents is held and backed up within Europe and meets current regulations.

All members who have given us their consent will be provided with log in details to access to a protected members' section of the website. (www.spectaclemakers.com).

You will be able to specify the details which you are happy to share with others, so you are in control of how your information can be used and you can change your mind at any time. You will be able to update your own details and include as much, or as little information as you wish.

Each member will be provided with a User ID and an initial password. You will be prompted to change the password the first time you go into the members' area. You will be able to change it or reset it yourself from then on. Passwords should include a string of numbers, letters and special characters which would be difficult for any third party to replicate. The office will not have any access to members' passwords.

No financial or bank account information will be held within the website and you will need to contact us directly if you wish to change information relating to payments or event bookings.

You will be able to "find a Member" for personal or business purposes, but only if they themselves have given their permission. If a member has not given consent, the new law means that we will not be able to share the information with anyone else. For example, without your consent, the Clerk will not be able to give your telephone number to a Livery friend. But, if consent has been given, looking up an address on the website when you are writing Christmas cards or asking someone to speak at an event will be perfectly possible.

No-one will be able to download a complete list of all members' data from the website to use for marketing purposes.

The members' area will allow us to provide news to more members more quickly – for example, notifications of births, marriages, funeral and memorial arrangements and any last-minute changes to a meeting venue or a change of date or time for a Society social event.

If you are willing to offer your help, for example as a speaker, mentor or specialist adviser, please make sure this is shown in your entry within the members' area and your contact details are correct. Members will be able to search for someone with particular skills or experience and contact them directly. **Using member details for marketing purposes is strictly prohibited.**

THE WORSHIPFUL COMPANY OF SPECTACLE MAKERS

CONSENT FOR COMMUNICATIONS : UPDATE FORM

First Name *Required*

Surname *Required*

Today's Date *Required*

I am happy to receive Company news, information about events, and copies of the Company journal "From the Master and Wardens" via the following methods (please choose as many options as you wish): *Required*

- Email
- Telephone
- Post
- Text message
- Social media

Please specify which you would prefer and confirm how we can find you on social media:.....

I wish to continue to receive information about:

- The Spectacle Makers' Charity
- The Spectacle Makers' Society
- Sporting and cultural events
- Inter-Livery events and news from the City of London Corporation

{Liverymen only}

I understand that my name and address details will be shared with the City of London Corporation for electoral purposes only.

On the members' area of the website, I will be happy for other members of the Company to see: *(please choose as many options as you wish)*

- My home address
- My office/practice address
- My email address
- My mobile telephone number
- My landline telephone number
- A link to my social media profile

OR

- I do NOT want to be listed within the members' area of the website

I would be happy for other members to contact me about

- Speaking at events
- Professional advice
- Career opportunities
- Mentoring

I am happy to be shown under the following specialisation(s):

- Optical technician (SMC(Tech))
- Dispensing optician
- Orthoptist
- Optometrist
- Ophthalmologist
- Contact lens expert
- Business advisor
- International networking
- Charity trustee
- Academic
- Other (please specify here).....

Email address (only one address can be used within the members' area)

Please enter a telephone number in case of queries:

By ticking the boxes above, you will give your consent for personal data held within our database to continue to be used for the purposes of communication and marketing activities. We use tools to monitor the effectiveness of our communications with you, including systems which can record when an email from us is opened and if links are clicked within a message. This tracking data is generally used in an aggregated form.

It is possible that the data we hold could include sensitive personal data, such as information which would indicate racial or ethnic origin, physical health or disability or religious belief.

If at any time you have any queries about the use of your personal data in our database, wish to change anything related to it or want to receive only certain communications by certain delivery methods, please contact the Clerk on + 44 (0) 20 7236 2932 or email clerk@spectaclemakers.com. All information held about you will be processed by us in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

WCSM, Apothecaries' Hall, Black Friars Lane, London EC4V 6EL