



Worshipful Company of Educators

Data Protection Policy and Practice

The General Data Protection Regulation (GDPR) replaces the existing Data Protection Act 1998 (DPA) with effect from May 25, 2018. Oversight is via Information Commissioners Office with which the Company is registered.

The essence of the change in regulation is the need for members to **opt in** to receive information and so whatever you might have told us in the past is superseded by this policy. It is important to indicate your preferences promptly and we ask you to consider the cost consequences of your choices.

Background

The Worshipful Company of Educators is a Livery Company with an affiliated charity, The Educators Trust Fund (Charity Reg. No. 1104355).

The Worshipful Company of Educators provides a forum through meetings and social occasions to bring together members from all parts of the education world to discuss and exchange views on matters of topical interest. It operates under the auspices of the Clerk, committees and the Court of Assistants. The Company has a sister organization which is a charitable fund that rewards individuals and supports projects that develop the process of learning and its management, encouraging and rewarding those individuals through appropriate grants, awards and medals.

Policy

The only reason The Worshipful Company collects personal data (as defined in the DPA and GDPR) is to enable its aims.

Practice

Statement to members and prospective members

The only data we hold about you while you are a member is:

- Your title; your family name; your first name and initials; any name by which you prefer to be known; any suffix; postal address; telephone number(s) and email(s)
- Dates: Date of birth; Freedom of the Company; Freedom of the City and Freedom of the Livery; date of death
- Your educational area, e.g. H.E., and any interest you have shown in volunteering
- Your event bookings
- Any amounts you have paid in quarterage and/or gift-aided over the last 7 years (as required by HMRC)



We only share your data with

- The Educators Trust Fund - to send you news and requests charitable donations
- The City of London Corporation – Names and addresses of Liverymen only for voting purposes
- Livery Information web site¹ (Company Officers only) – an online reference point for other Companies
- The Blue Book² (Names of Livery only) – directory for other Companies to locate people
- The White Book (Company Officers details) – updates optional
- Master & Consorts Picture Book – Master and Consorts name and photographs

If you cease to be a member the only information we will hold about you is that required by Law e.g. donors. We keep contact and bank references for as long as required by the HMRC (7years).

Other personal data

We do not systematically hold personal data about others. Any non-member's personal data e.g. guests at events, Consorts or ex-members, will be held by the relevant Officer only for as long as it is needed to administer the Organisation.

Systems

Data is held on systems in compliance with the GDPR. It is not shared with anyone for the purposes of marketing. Your contact details are held on a private computer in the office, backed up onto a secure portable drive and on Dropbox. This data cannot be seen or used by anyone outside the Company. We keep your information secure, accurate and up to date and we only keep it as long as necessary. Please help us maintain the accuracy of this data by letting us know whenever you change your contact details

You are in charge of how we communicate with you and whether you need to reply.

The Company elects an individual to act as Data Protection Officer (DPO). The DPO is responsible for advising the Board on changes in legislation which might affect this policy and for monitoring the Organisation's adherence to the policy. The Clerk to the Company is the DPO.

¹ <http://www.liverycompanies.info> (13/2/18)

² Note that neither Blue or White Book are obligatory but if not kept up to date can result in old and inaccurate information being published – these have to some extent superseded by the Livery Information site



We keep your details on our database so we can:

- Communicate with you by email, phone or by post
- Request payment of quarterage on an annual basis and comply with HMRC requirements
- Keep a record of your event attendance for health and safety and security purposes
- Tell you about events, activities and developments organised by the Company or Company members
- Tell you about events, activities and developments arranged by outside bodies that might be of interest
- Provide Company news via The Educator journal and bulletins
- Thank you and recognise you in publications, online and in the Educators journal
- Act as a channel for correspondence from The Educators Trust Fund
- Maintain a record of charitable donations on behalf of the Educators Trust Fund

We also use this data to:

- Review demographics of membership such as age or gender distribution in order to monitor diversity
- Determine your event preferences and dietary requirements

We promise that

- We will not share your data with any third party for their marketing or fundraising purposes
- We will keep your data safe and secure
- You can request that we remove your details from our database at any time.