

**WORSHIPFUL COMPANNY OF CUTLERS  
PRIVACY NOTICE - GUESTS**

1. **Our Intent.** We are committed to safeguarding the privacy of our guests. The Company will only use the information that we collect about you lawfully and in accordance with the Data Protection Act 1998 (the "Act").
2. **Changes to Data Protection Legislation.** Data Protection legislation and the Act is currently going through a period of change. However this Privacy Notice is intended to comply with the Act for the time being.
3. **Guests' Terms & Conditions.** This Privacy Notice forms part of Terms & Conditions for being a guest of the Company. In legal terms, members are "Data Subjects," i.e. "you." However, we may also under this collect personal information regarding your spouse and dependents if appropriate.
4. **The Data Controller.** The Worshipful Company of Cutlers (to be known as the 'Cutlers' Company' or 'the Company') are from a legal perspective classed as the "Data Controller."
5. **Data Protection Officer (DPO).** The Cutlers' Company DPO is the Clerk. The Cutlers' Company DPO fulfils a number of roles, one of which is to be the primary and independent point of contact for data protection matters. The formal mechanism for members to raise concerns regarding the processing of personal data is primarily to email: [clerk@cutlerslondon.co.uk](mailto:clerk@cutlerslondon.co.uk); or send a letter by registered mail to Cutlers' Hall Warwick Lane, London EC4M 7BR at which point the inquiry will be actioned. However, verbal enquiries from guests will treated appropriately by Company staff members, although a written follow up may be requested if appropriate.
6. **Purpose of Processing Personal Data.** We collect personal data solely to support the delivery of fellowship programme, specifically, the delivery of formal functions and events.
7. **Lawful Basis of Processing Personal Data.** The lawful basis of, processing your personal data are as follows:
  - a. **Consent.** Once you have agreed to this Privacy Notice of our Terms & Conditions, you will be registered for the processing of your personal data, based upon your Consent.
  - b. **Categories of Personal Data Processed.** The personal information which we hold will be held securely in accordance with our internal data protection and security policies. The type or categories of personal data we will collect about you will be limited to your name and other information such as a CV or dietary requirements.
8. **Transfer of Personal Data Outside the EEA (European Economic Area).** Personal data will only be held within the EEA.
9. **Sensitive Personal Data.** We will never collect sensitive personal data about you without your explicit consent and a clear explanation why it is required.
10. **Sale or Passing of Personal Data to Third Parties.** We will not sell or pass your personal data to any commercial or charitable organisation.
11. **Retention of Personal Data.** We will retain your personal data until the event at which you are to be a guest has passed, whereupon it will be deleted.
12. **Agreement.** I confirm that I have read and understood this notice and that I give my permission for The Worshipful Company of Cutlers ("the Company") to hold my personal details in its database in both paper and electronic forms.