

# The Worshipful Company of Tax Advisers



## PRIVACY NOTICE - GUEST OF LIVERY COMPANY

### OVERVIEW

**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").

**Changes to Data Protection Legislation.** Data Protection legislation and the Act is currently going through a period of change. The introduction of the European Union's General Data Protection Regulation (GDPR) and the new British Data Protection Bill, that will replace the Act and is currently passing through Parliament is the basis of this change. This Privacy Notice is therefore intended to comply with the Act and GDPR but may change over time.

### DATA CONTROLLER, DATA PROTECTION OFFICER AND DATA PROCESSING

**The Data Controller.** The Worshipful Company of Tax Advisers Livery Company, The Tax Advisers Charitable Trust and The Tax Advisers Benevolent Fund (to be collectively known as WCOTA) are from a legal perspective classed as the 'Data Controllers'.

**Data Protection Officer (DPO).** WCOTA's DPO is Past Master Kevin Thomas. The WCOTA 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 guests to raise concerns regarding the processing of personal data is primarily to email: [clerk@taxadvisers.org.uk](mailto:clerk@taxadvisers.org.uk) or send a letter by registered mail to: The Clerk, 10 Deena Close, Queens Drive, London W3 0HR at which point the inquiry will be forwarded to the DPO for action. Verbal enquiries will be treated appropriately but must, if requested by the DPO, be followed up by email or in writing.

**Purpose of Processing Personal Data.** We collect personal data primarily to support and advance WCOTA, our industry, trade and profession, support the City and the Lord Mayor and raise money and support charitable and educational works.

**Lawful Basis of Processing Personal Data.** The lawful basis of processing your personal data is as follows:

- **Legitimate Interest.** We will process your personal data in furtherance of the legitimate charitable and business interests of WCOTA.

### PERSONAL DATA

**Categories of Personal Data Processed.** The information we hold should be accurate and up-to-date. 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 may include your:

- Name
- Postal address (this may be your home and/or business address)
- Email address (this may be your personal and/or business email address)
- Telephone number (this may be your Mobile and/or landline telephone numbers)
- Dietary requirements

**Category of Recipients of Personal Data.** Your name and contact details will primarily only be used internally within WCOTA. However, if you participate in a dinner, a charitable outreach activity, or make a donation subject to gift aid, we will normally have to provide your name and possibly other details to other stakeholders.

**Transfer of Personal Data Outside the EEA (European Economic Area).** Personal data will only be transferred outside the EEA or other areas of adequacy determined by the EU, for specific events. If this is required, consent will be explicitly requested from you.

**Sensitive Personal Data.** We will never collect sensitive personal data about you without your explicit consent and a clear explanation why it is required.

**Sale or Passing of Personal Data to Third Parties.** We will not sell or pass your personal data to any commercial or charitable organisation.

**Retention of Personal Data.** We will retain your personal data for the purposes of the event to which you have been invited and then for 24 months thereafter.

**Data Subject's Rights.** Under the Act and in even more so under the GDPR you have a number of Rights which are detailed on our website ([www.taxadvisers.org.uk](http://www.taxadvisers.org.uk)). Alternatively, please ask our DPO as described above.