



City Of London Beadles' Guild

Privacy Policy - Website

1. Introduction

The City of London Beadles' Guild ("we", "our", "us") is committed to protecting and respecting your privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy explains how we collect, use, store, and protect your personal data when you use our website.

2. Data Controller

For the purposes of UK GDPR, the data controller is:

City of London Beadles' Guild

Contact email: beadlewebmaster@gmail.com

3. Personal Data We Collect

Members (Beadles)

We collect the following personal data from members:

- Name
- Postal address
- Email address
- Telephone number

General Public

We do not collect personal data from general visitors unless they:

- Make a purchase via our merchandise store
- Contact us directly

Automatically Collected Data

We may automatically collect certain technical data, including:

- Internet Protocol (IP) address
- Login details and encrypted passwords
- Device and connection information
- Website usage data

We also collect session information such as:

- Page response times
- Length of visits
- Page interactions
- Navigation paths

Transaction and Interaction Data

Where applicable, we may collect:

- Payment details (processed securely via third-party providers)
 - Purchase history
 - Communications, feedback, and reviews
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4. Lawful Bases for Processing

Under UK GDPR, we rely on the following lawful bases:

- **Contractual necessity** – to manage membership, process purchases, and provide requested services
 - **Legitimate interests** – to operate and improve our website, manage communications, and ensure security
 - **Legal obligation** – to comply with applicable laws and regulations
 - **Consent** – where required, for example for certain communications or cookies
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5. How We Use Your Personal Data

We use your personal data to:

- Provide and operate our services
- Manage Guild membership
- Process transactions and orders

- Provide customer support
- Communicate important service updates
- Improve website performance and user experience
- Maintain security and prevent fraud
- Comply with legal obligations

We will only use your personal data for the purposes for which it was collected unless we reasonably consider another purpose compatible with the original purpose.

6. Data Sharing and Processors

Our website is hosted on the Wix.com platform, which acts as a data processor. Wix.com provides the infrastructure that allows us to operate our website and services.

Your data may be stored through Wix.com's data storage, databases, and applications on secure servers protected by firewalls.

Payment processing is handled via Wix.com's payment gateways, which comply with PCI-DSS standards set by major card providers (e.g. Visa, MasterCard, American Express, Discover).

We may share data with service providers where necessary to deliver our services. We do not sell your personal data.

7. International Transfers

As Wix.com may store data in multiple jurisdictions, your personal data may be transferred outside the United Kingdom.

Where this occurs, we ensure appropriate safeguards are in place, such as:

- Adequacy regulations
 - Standard contractual clauses
 - Equivalent data protection standards
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8. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including:

- Membership duration
- Legal, accounting, or reporting requirements

When data is no longer required, it will be securely deleted or anonymised.

9. Your Rights Under UK GDPR

You have the following rights:

- **Right of access** – to request copies of your personal data
- **Right to rectification** – to correct inaccurate or incomplete data
- **Right to erasure** (“right to be forgotten”)
- **Right to restrict processing**
- **Right to data portability**
- **Right to object** to processing based on legitimate interests
- **Right to withdraw consent** at any time (where applicable)

To exercise your rights, contact:

beadlewebmaster@gmail.com

You also have the right to lodge a complaint with the UK supervisory authority, the **Information Commissioner’s Office (ICO)**.

10. Cookies and Tracking Technologies

We use cookies and similar technologies to enhance functionality and analyse usage.

These may include:

- Essential cookies required for website operation
- Analytics cookies to understand user behaviour

Third-party services (such as Google Analytics or Wix App Market applications) may also place cookies or use tracking technologies. These third parties have their own privacy policies and are not governed by this policy.

You can manage cookie preferences through your browser settings. Where required, we will request your consent before placing non-essential cookies.

11. Withdrawing Consent

Where processing is based on consent, you may withdraw your consent at any time by contacting:

beadlemaster@gmail.com

12. How We Communicate with You

We may contact you to:

- Manage your account or membership
- Resolve disputes or issues
- Collect payments
- Conduct surveys or gather feedback
- Send service updates or important notices
- Comply with legal obligations

Communication may be via email, telephone, text message, or post.

13. Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or misuse.

14. Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time. Changes will take effect immediately upon posting on the website.

Where significant changes are made, we will provide a clear notice to inform users.

15. Contact Us

If you would like to access, correct, amend, or delete any personal information we hold about you, please contact:

beadlewebmaster@gmail.com