



PROVINCIAL GRAND LODGE OF HAMPSHIRE AND ISLE OF WIGHT

Data Protection Policy

New Data Protection legislation comes into force on 25th May this year. In support of this, the Province has issued the following Policy and Notices which will take immediate effect.

These documents have also been posted on the Provincial website for future reference.

Frank Milner PAGDC
Provincial Grand Secretary



PROVINCIAL GRAND LODGE OF HAMPSHIRE AND ISLE OF WIGHT

Data Protection Policy

This data protection policy regulates how the Province of Hampshire and Isle of Wight processes and stores personal data of its members. It applies to all employees, officers, members and volunteers of the Province. Its purpose is to ensure that the Province complies with the law and operates to high data protection standards. 'Province' for these purposes includes Provincial Grand Lodge, Area Committees and individual Lodges.

In this policy "personal data" means any recorded information which identifies a living individual.

1. Purpose

As a membership organisation the Province processes, retains and shares personal data of its members for the purposes set out in the Data Protection Notice – Province, which is attached to this Policy. Where the Province employs or contracts with a member it may also process, retain and share personal data of that member for all lawful purposes related to that employment or contractual relationship.

The Province shall not collect or store personal data of members for any other purposes.

2. Appointment of a Data Protection Officer

The Province has appointed a Data Protection Officer, who will oversee compliance with data protection law and will act as a point of contact for members and the Information Commissioner's Office (the "ICO"). The Data Protection Officer has a direct line of communication with the Provincial Grand Master and shall have, or shall undergo, training to ensure that he has knowledge of data protection law and practices.

The Data Protection Officer in this Province is the Provincial Grand Secretary.

3. Members' data rights

A member may request that the Data Protection Officer:

- a. Provides him with a copy of all personal data that the Province holds about him. The Data Protection Officer shall promptly provide a copy of all information required to be disclosed by law.
- b. Rectifies any incorrect personal data held by the Province about him. The Data Protection Officer shall promptly consider such a request and respond to it in accordance with the law.
- c. Stops the Province from processing some or all of his personal data. The Data Protection Officer shall promptly consider such an objection and respond to it in accordance with the law.



PROVINCIAL GRAND LODGE
OF HAMPSHIRE AND ISLE OF WIGHT

Data Protection Notice - Province

This notice is for all candidates and Freemasons of the Province of Hampshire and Isle of Wight. It applies to the processing of your personal data by the Province. Please note that your personal data will also be processed by your Lodge(s) as a separate data controller and you are referred to the 'Data Protection Notice – Lodges', attached to this Data Protection Notice

A Use of your data during your application to become a Freemason

As a candidate to become a Freemason, you consent to the processing, retention and sharing of your personal data for the purpose of assessing your membership application and any other Masonic applications you may make. You can withdraw your consent and request erasure of your data at any time prior to your initiation by notifying your proposer and seconder that you wish to cancel your application. Your data will then be erased.

B Use of your data after you become a Freemason

As a Freemason your data will be processed, retained and shared for any reasonable purposes required by the Book of Constitutions or the bodies it sanctions from time to time.

Please contact the Provincial Data Protection Officer (the Provincial Grand Secretary), by post or email if you wish to:

1. Object to the processing of all or part of your personal or masonic data;
2. Request access to your data.
3. Request correction of all or a part of your data.

The postal address is: Provincial Office, 85 Winchester Rd, Chandlers Ford, Eastleigh, SO53 2GG

Email: province@hantsmasons.org

The legal basis on which your personal data will be used is the legitimate interests of the Province as a not for profit membership organisation to act in accordance with the Book of Constitutions and with this Data Protection Notice.

In this notice "**Book of Constitutions**" means the General Laws and Regulations for the Government of the Craft of the United Grand Lodge of England from time to time.

Date of this Notice: 27 March 2018



PROVINCIAL GRAND LODGE
OF HAMPSHIRE AND ISLE OF WIGHT

Data Protection Notice – Lodge

Your data

This notice is for all candidates and Freemasons of the Lodge or Lodges in the Province to which the candidate has applied for membership; or of which the Freemason is a member. It applies to the processing of your personal data by the Lodge.

A Use of your data during your application to become a Freemason

As a candidate to become a Freemason, you consent to the processing, retention and sharing of your personal data for the purpose of assessing your membership application. You can withdraw your consent and request erasure of your data at any time prior to your initiation by notifying your proposer and seconder that you wish to cancel your application. Your data will then be erased.

B Use of your data after you become a Freemason

As a Freemason your data will be processed, retained and shared for any reasonable purposes required by the Book of Constitutions or the bodies it sanctions from time to time.

Please contact the Lodge Secretary by post or email to if you wish to:

1. Object to the Lodge processing your data.
2. Request access to your data.
3. Request correction of your data.

The legal basis on which your personal data will be used is the legitimate interests of the Lodge as a not for profit membership organisation to act in accordance with the Book of Constitutions and with this Data Protection Notice.

In this notice “**Book of Constitutions**” means the General Laws and Regulations for the Government of the Craft of the United Grand Lodge of England from time to time.

Date of this Notice: 27 March 2018

4. Deletion of personal data

A member may resign from all lodges in the Province at any time. After it has processed such resignation(s), the Province shall delete personal data that it holds about that member as set out in the Data Protection Notice.

5. Sharing data with third parties

As a membership organisation the Province shares:

- a. Personal data of its members with the United Grand Lodge of England.
- b. Personal data of members of each Lodge in the Province with that Lodge.

As required by the Book of Constitutions or bodies it sanctions from time to time. It will not share personal data of members for any other reason unless it has the consent of the relevant member.

6. Data Protection Notice

The Province shall publish a Data Protection Notice so that it is available to members. The Notice shall comply with the requirements of data protection law and among other things shall inform members how their personal data will be used by the Province and how they may contact the Province's Data Protection Officer.

7. Data security

The Province shall periodically review the security of its records and processing activities and shall take appropriate steps to ensure the confidentiality, integrity and availability of personal data that it holds.

8. Registration with ICO

The Province shall maintain its annual registration with the ICO.

9. Reporting breaches to the Data Protection Officer

Actual or potential breaches of this policy, or of data protection law by the Province, shall be reported immediately to the Data Protection Officer. Breaches shall be reported if required via the Data Protection Officer to the ICO or directly to the member(s) whose data is affected. Normally the Data Protection Officer shall not report breaches without prior consultation with the Provincial Grand Master.

Further information on Data Protection legislation can be obtained at the ICO website: www.ico.org.uk

Date policy adopted: 27 March 2018