



The Grand College of The Holy Royal Arch Knight Templar Priests and Order of Holy Wisdom



Data Protection Policy

Pursuant to General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)

Definitions

- a) ORDER means The Grand College of Holy Royal Arch Knight Templar Priests and Order of Holy Wisdom.
- b) PERSONAL DATA means any recorded information which identifies a living individual.
- c) HEAD OF THE ORDER means the Grand High Priest
- d) UNIT(S) OF THE ORDER means Tabernacle(s)
- e) ADMINISTRATION means administrative Officers of Grand College, Districts and Tabernacles.
- f) REGULATIONS means the General Laws and Regulations for the Government of the ORDER in force from time to time
- g) YEAR BOOK means the Year Book and Regulations published each year.

This data protection policy regulates how the ORDER processes and stores PERSONAL DATA of its members by the ADMINISTRATION. It applies to all officers, members and volunteers of the ORDER. Its purpose is to ensure that the ORDER complies with the law and with high data protection standards.

1. Purposes

As a membership organisation the ORDER processes, retains and shares PERSONAL DATA of members for the purposes set out in the Data Protection Notice. Where the ORDER 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 ORDER shall not collect or store PERSONAL DATA of members for any other purposes.

2. Appointment of a Data Protection Officer

The ORDER shall appoint 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 shall have a direct line of communication with the HEAD OF THE ORDER and shall have, or shall undergo training to ensure that he has, knowledge of data protection law and practices.

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 ORDER 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 ORDER about him. The Data Protection Officer shall promptly consider such a request and respond to it in accordance with the law.
- c. Stop the ORDER from some or all of its processing of his PERSONAL DATA. The Data Protection Officer shall promptly consider such an objection and respond to it in accordance with the law.

4. Deletion of PERSONAL DATA

A member may resign from all UNITS OF THE ORDER at any time. After it has processed such resignation(s) the ORDER shall archive the PERSONAL DATA for historical reference purposes and will stop the PERSONAL DATA from being used that it holds about that member as set out in The Data Protection Notice (Attachment A).

5. Sharing data with third parties

As a membership organisation the ORDER shares PERSONAL DATA of its members within the ADMINISTRATION as required by the REGULATIONS 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 ORDER shall publish a Data Protection Notice (Appendix A) so that it is available to members. The Data Protection 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 ORDER and how they may contact the Data Protection Officer.

7. Data security

The ORDER 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 ORDER as a not-for-profit organisation is exempt from 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 PERSONAL DATA, shall be reported immediately to the Data Protection Officer. Breaches shall be reported if required by the Data Protection Officer to the ICO or to the member(s) whose data is affected. Normally the Data Protection Officer shall not report breaches without prior consultation with the HEAD OF THE ORDER.

This Policy was adopted the ORDER on 16th day of March 2018

Signed



Grand High Priest



Grand Recorder

THE GRAND COLLEGE OF HOLY ROYAL ARCH KNIGHT TEMPLAR PRIESTS AND ORDER OF HOLY WISDOM

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APPENDIX A – DATA PROTECTION NOTICE

This notice is for all candidates and members of the ORDER and should be read in conjunction with the Data Protection Policy of the ORDER

It applies to the processing of your PERSONAL DATA by the ORDER.

Section I sets out the purposes for which your data will be used by the ORDER if you are a candidate to become a member of the ORDER.

Section II sets out the purposes for which your data will be used by the ORDER if you are a member of the ORDER. Please note that your PERSONAL DATA will be processed by the ADMINISTRATION.

Section I - Use of your data during your application to become a member of the ORDER

As a candidate to become a member of the ORDER, 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 admission into the ORDER by notifying your proposer and seconder that you wish to cancel your application.

Section II - Use of your data after you become a member of the ORDER

As a member of the ORDER your data will be processed, retained and shared for any reasonable purposes required by the REGULATIONS or the bodies it sanctions from time to time. These purposes include, but are not limited to, the following purposes:

- a. Assessing any Masonic applications you make;
- b. Registering you as a member of the ORDER
- c. Receiving communications to which you are entitled a member of the ORDER.
- d. Recording the progress of your career in the ORDER; and
- e. Masonic disciplinary processes.

You may stop your data from being used by the ORDER by resigning from all UNIT(S) OF the ORDER.

Please contact the Data Protection Officer if you wish to:

1. Object to the ORDER processing your data;
2. Request access to your data; or
3. Request rectification of your data.

The legal bases on which your personal data will be used in accordance with this Section II are:

1. The legitimate interests of the ORDER as a not-for-profit membership organisation; and
2. The fulfilment of contractual obligations owed to you by the ORDER supported by the ADMINISTRATION

Contact

Contact details for the Data Protection Officer are in the YEAR BOOK and published on the Website of the ORDER.

16th May 2018