



Data Protection Notice

The Lodge of Amity and Rossendale Forest No.283
Clayton le Moors Freemasons' Hall
Mill House
Clayton le Moors
BB5 5HX

Your data

This notice is for all candidates and Freemasons of The Lodge of Amity and Rossendale Forest No.283. It applies to the processing of your personal data by the Lodge and the Provincial Grand Lodge of East Lancashire.

Section 1 - Sets out the purposes for which The Lodge of Amity and Rossendale Forest No. 283 will use your data and Province if you are a candidate to become a Freemason.

Section 2 - Sets out the purposes for which The Lodge of Amity and Rossendale Forest No. 283 will use your data and the Province of East Lancashire if you are a Freemason.

Please note that your personal data will also be processed by the Lodge Secretary and the United Grand Lodge of England as data controllers and so you are also referred to their respective Data Protection Notices.

Section 1: 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 or seconder that you wish to cancel your application. Your instructions will be fully respected and discreetly actioned without delay.

Section 2: 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 United Grand Lodge of England 's Book of Constitutions or the bodies it sanctions from time to time.

These purposes may include, but are not limited to:

- Assessing any Masonic applications, you may make.
- Registering you as a member of Freemasonry.
- Ensuring that you receive the communications to which you are entitled.
- Recording the progress of your career in Freemasonry.



The Lodge of Amity and Rossendale Forest No.283



- and Masonic disciplinary processes.

You may stop your data from being used by the Lodge should you wish to resign.

Please contact the Lodge Secretary in writing at the postal address above or email at secretary.amityrf283@gmail.com if you wish to:

- Object to the Lodge or Province processing your data.
- Request access to your data.
- or 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 Lodge of Amity and Rossendale Forest No.283 and the Provincial Grand Lodge of East Lancashire as a not-for-profit membership organisation.
2. The fulfilment of contractual obligations owed to you by The Lodge of Amity and Rossendale Forest No.283 supported by the Province of East Lancashire.

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.

Data Protection Policy

This data protection policy regulates how The Lodge of Amity and Rossendale Forest No.283 processes and stores personal data of its members and applies it to its members and potential candidates. Its purpose is to ensure that the Lodge complies with the law and is compliant with the introduction of the General Data Protection Regulations.

“Personal data” means any recorded information in any form which identifies a living individual.

Purposes

The Lodge of Amity and Rossendale Forest No.283, retains and shares personal data of its members for the purposes set out in the Data Protection Notice and no other purposes.

Appointment of a Data Protection Officer

The Lodge of Amity and Rossendale Forest No.283 has appointed the Secretary as Data Controller, the person responsible for overseeing compliance with data protection law and will act as the single point of contact for members and the Information Commissioner’s Office, if required. The Secretary shall work in conjunction with the Province on data protection law and practices.



Members' data rights

A member may request that the Secretary:

- Supplies a copy of all his personal data. The Secretary shall act promptly to provide a copy of all information required to be disclosed by law.
- To correct any inaccurate personal data held by the Lodge about him. The Secretary shall act promptly to consider such a request and respond to it in accordance with the law.
- Stop the Lodge from some or all its processing of his personal data. The Secretary shall act promptly to consider such an objection and respond to it in accordance with the law.

Deletion of personal data

You may resign from the lodge at any time. After the Lodge Secretary has processed such a resignation(s) the Lodge shall delete personal data that it holds about that member as set out in the Data Protection Notice.

Sharing data with third parties

As a membership organisation The Lodge of Amity and Rossendale Forest No.283 shares:

- Personal data of its members with the Provincial Grand Lodge of East Lancashire; and United Grand Lodge of England.
- Personal data of members with others 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.

Data Protection Notice

The Lodge of Amity and Rossendale Forest No283 shall publish a Data Protection Notice so that it is available to members and shall comply with the requirements of data protection law and shall inform members how their personal data will be used and how to contact the Lodge Secretary.

Data Security

Periodic reviews of the Lodge records security and the processing shall be carried out and appropriate action taken to ensure the confidentiality, integrity, and availability of personal data that it holds.



Website – Social Media - Imagery

In the Lodge of Amity and Rossendale Forest No283 photographs are usually taken after a meeting or ceremony and at the Festive Board. These images are stored electronically on the Lodge web server and will be shared on the web and social media for the purposes of promoting the Lodge. If you would prefer not to have your image captured and shared, then please avoid being in the vicinity when photographs are taken. However, if your image is unintentionally captured you have the right to request that it be removed or blurred to protect your identity. Consent will be assumed to collect, retain and use of your image unless confirmed otherwise.

You have the right not to have your name and / or photograph appear on our website, please contact the Webmaster at webmaster@amityrf283.org.uk to withdraw your consent.

Reporting breaches to the Data Controller

Breaches of this policy, or of the data protection laws by anyone, shall be:

- Immediately be reported to the Secretary.
- and if required to the ICO or
- to the member(s) whose data is affected.
- Normally the Secretary shall not report breaches without prior consultation with the Provincial Grand Master and Provincial Grand Secretary.

Data policy adopted: