

# Jersey Freemasonry

## Data Protection Policy

Pursuant to General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679); and Data Protection (Jersey) Law 2018, as amended from time to time.

### Definitions

- a) JERSEY FREEMASONRY means any and all Orders of Freemasonry with regularly established units working in the Island of Jersey as specifically delineated in Appendix A.1 hereto;
- b) PERSONAL DATA means any recorded information which identifies a living individual;
- c) LOCAL HEADS OF ORDERS means any properly appointed member with delegated authority to act in the name of, and on behalf of, an Order comprising Jersey Freemasonry, of which he is Head, for so long as he shall hold that Office and until a successor shall have been appointed and installed in his stead;
- d) UNIT(S) of JERSEY FREEMASONRY means any Lodge Chapter Conclave Consistory Preceptory Tabernacle or any analogous or equivalent body of any Order within Jersey Freemasonry, as delineated in Appendix A.2 hereto;
- e) ADMINISTRATION means administrative Officers of Units Provinces Districts Inspectorates or the respective central controlling body of any of the Orders of Jersey Freemasonry;
- f) REGULATIONS mean the Constitutions and Regulations for the government of any of the Orders comprising Jersey Freemasonry in force from time to time.

This Data Protection Policy regulates how JERSEY FREEMASONRY processes and stores PERSONAL DATA of its members by the ADMINISTRATION. It applies to all Officers, members and volunteers of JERSEY FREEMASONRY. Its purpose is to ensure that JERSEY FREEMASONRY complies with the law and with high data protection standards.

### 1 Purpose

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

### 2 Appointment of a Data Protection Officer

JERSEY FREEMASONRY shall appoint a Data Protection Officer who will oversee compliance with data protection law and will act for members as a point of contact with the Data Protection Authority or Information Commissioner's Office (the "ICO"). The Data Protection Officer shall have a direct line of communication with the appointed Chairman of the Executive Council established by the LOCAL HEADS OF ORDERS on behalf of JERSEY FREEMASONRY. He 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 JERSEY FREEMASONRY 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 JERSEY FREEMASONRY about him. The Data Protection Officer shall, promptly consider such a request and respond to it in accordance with the law.
- c) Stops JERSEY FREEMASONRY 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 any or all of the UNITS of JERSEY FREEMASONRY at any time. After it has processed such resignation(s) JERSEY FREEMASONRY shall archive that PERSONAL DATA relative to the UNIT(S), for historical reference purposes and will stop such PERSONAL DATA that it holds about that member from being used as set out in the Data Protection Privacy Notice.

### **5. Sharing of data with third parties**

As a membership organisation JERSEY FREEMASONRY 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 purpose unless it has the consent of the relevant member.

### **6. Data Protection Privacy Notice**

JERSEY FREEMASONRY shall publish a Data Protection Privacy Notice so that it is available to members. The Data Protection Privacy Notice shall comply with the requirements of the data protection law and among other things shall inform the members how their PERSONAL DATA will be used by JERSEY FREEMASONRY and how members may contact the Data Protection Officer.

### **7. Data Security**

JERSEY FREEMASONRY shall periodically review the security of its records and processing activities and shall take appropriate steps to ensure the confidentiality, integrity and proper availability of PERSONAL DATA that it holds.

### **8. Registration with the ICO**


JERSEY FREEMASONRY as a Non-Profit-Making 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 Chairman of the Executive Council of the LOCAL HEADS OF ORDER.

This Policy was adopted by JERSEY FREEMASONRY on 21 day of MAY 2018

Signed 

Chairman AND 

Executive Council  
LOCAL HEADS OF ORDER

Data Protection Officer

## **Jersey Freemasonry**

Pursuant to General Data Protection Regulation (GDPR) (Regulation) (EU) 2106/679); and Data Protection (Jersey) Law 2018, as amended from time to time.

### **APPENDIX A.1 – JERSEY FREEMASONRY**

For the purposes of this legislation and its Regulations JERSEY FREEMASONRY shall comprise the following Orders any unit of which is established and practises within the Island of Jersey. (See Appendix A.2)

**United Grand Lodge of England and the United Fraternity of Antient Free and Accepted Masons of England;**

**Supreme Grand Chapter of Royal Arch Masons of England;**

**Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas;**

**Great Priory of the United Religious, Military and Masonic Orders of the Temple and of St. John of Jerusalem, Palestine, Rhodes and Malta of England and Wales and its Provinces Overseas;**

**Ancient and Accepted Rite under the Supreme Council 33° for England and Wales and its Districts and Chapters Overseas;**

**Grand Council of the Order of Royal and Select Masters of England and Wales and Districts and Councils Overseas;**

**Grand Council of the Order of the Allied Masonic Degrees of England and Wales and Districts and Councils Overseas;**

**Grand Conclave of the Order of the Secret Monitor or Brotherhood of David and Jonathan in the British Isles and its Districts and Conclaves Overseas;**

**Grand Senatus of the Ancient and Masonic Order of the Scarlet Cord in the British Isles and its Districts and Consistories Overseas;**

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

**Royal Order of Scotland.**

## **APPENDIX A.2 – UNITS of JERSEY FREEMASONRY**

### **1. United Grand Lodge of England**

#### **Provincial Grand Lodge of Jersey**

Yarborough Lodge, No 244  
Duke of Normandy Lodge, No 245  
Royal Sussex Lodge, No 491  
Loge La Césarée, No 590  
Royal Alfred Lodge, No 877  
St. Aubin's Lodge, No 958  
Prince of Wales Lodge No 1003  
De Carteret Lodge, No 3459  
Lodge St. Helier, No 4449  
Jersey Lodge of Unity, No 8352  
Jersey Lodge of Installed Masters, No 8383

### **2. Supreme Grand Chapter of England**

#### **Provincial Grand Chapter of Jersey**

Chapter of Harmony, No 244  
Duke of Normandy Chapter, No 245  
Royal Sussex Chapter, No 491  
La Césarée Chapter, No 590  
Prince of Wales Chapter, No 1003  
Jersey Chapter of Unity, No 8352  
Jersey Chapter of Installed Principals, No 8383

### **3. Grand Lodge of Mark Master Masons and Honourable Fraternity of Royal Ark Mariners**

#### **Provincial Grand Lodge of the Channel Islands**

Caesarean Lodge of Mark Master Masons, No 74  
Caesarean Lodge of Royal Ark Mariners, No 74  
Jubilee Lodge of Mark Master Masons, No 1493  
Jubilee Lodge of Royal Ark Mariners, No 1493  
The Liberation Lodge of Mark Master Masons, No 1719  
Channel Islands Installed Mark Master Masons Lodge No 1788  
Channel Islands Installed Commanders Lodge of Royal Ark Mariners No 1788

### **4. Great Priory of the United Religious, Military and Masonic Orders of the Temple and of St. John of Jerusalem, Palestine, Rhodes and Malta**

St. Helier Preceptory, No 280  
St. Helier Priory of Malta, No 280

### **5. Ancient and Accepted Rite under the Supreme Council 33°**

#### **District of the Channel Islands**

de Carteret Chapter Rose Croix, No 108  
Paternosters Chapter Rose Croix, No 654  
La Césarée Chapter Rose Croix, No 756

6. **Order of Royal and Select Masters**  
**Inspectorate of the Channel Islands**  
La Hougue Bie Council, No 157
7. **Order of Allied Masonic Degrees**  
**Inspectorate of the Channel Islands**  
Andium Council, No 164
8. **Order of the Secret Monitor or Brotherhood of David and Jonathan**  
**Provincial Grand Conclave of the Channel Islands**  
Fidèle Amiêthi Conclave, No 384  
Harold Manners Conclave, No 402
9. **Ancient and Masonic Order of the Scarlet Cord**  
Le Couperon Consistory, No 110
10. **Holy Royal Arch Knight Templar Priests and Order of Holy Wisdom**  
St. Helier Tabernacle, No 146
11. **Royal Order of Scotland**  
**Province of the Channel Islands**