

JERSEY FREEMASONRY

DATA PROTECTION PRIVACY NOTICE

This notice is for all candidates for and members of JERSEY FREEMASONRY and should be read in conjunction with the Data Protection Policy duly adopted thereby.

It applies to the processing of PERSONAL DATA by JERSEY FREEMASONRY who is the Data Controller for this purpose and is subject to the Data Protection (Jersey) Law 2018, as a result of having persons engaging in effective and real processing activities through stable arrangements in Jersey. The Privacy Officer is Geoffrey M Graham; his email address is cggraham@localdial.com

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

Section II sets out the purposes for which your data will be used by JERSEY FREEMASONRY if you are a member of any of its UNITS. 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 any UNIT of JERSEY FREEMASONRY

As a candidate to become a member of any Order of JERSEY FREEMASONRY, you consent to the processing, retention and sharing of your PERSONAL DATA for the purposes of assessing your membership application and any further 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 relevant UNIT of JERSEY FREEMASONRY by notifying your proposer and seconder that you wish to cancel your application.

Section II – Use of your data after you have become a member of any UNIT of JERSEY FREEMASONRY

As a member of JERSEY FREEMASONRY 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 further Masonic Applications you make;
- b. Registering you as a member of JERSEY FREEMASONRY;
- c. Receiving communications to which you are entitled as a member;

- d. Recording the progress of your career in Jersey Freemasonry; and
- e. Masonic disciplinary processes.

You may stop your data from being used by JERSEY FREEMASONRY by resigning from all UNIT(S) of JERSEY FREEMASONRY. Please contact the Data Protection Officer if you wish to:

1. Object to JERSEY FREEMASONRY processing your data (giving reasons);
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 JERSEY FREEMASONRY as a Non-Profit-Making membership organisation; and
2. The fulfilment of contractual obligations owed to you by JERSEY FREEMASONRY supported by the ADMINISTRATION.

We may amend this Privacy Notice from time to time, to reflect any changes in the way that we process your personal data. This Privacy Notice supersedes any previous version of this notice with which you may have been provided or of which you have had sight before the date stated below as well as anything to the contrary contained in any agreement with us.

Contact details for the Data Protection Officer are to be found on the JERSEY FREEMASONRY web-site.

The rights of any individual whose Personal Data is processed by Jersey Freemasonry under current Data Protection legislation are to be found at www.oicjersey.org Tel: +44 (0)1534 716530

Version Dated 21st May 2018

EXPLANATORY INFORMATION

The following information is provided to support the Privacy Notice

How we collect your data

We may collect your personal data in a number of ways, for example:

- From the information you provide to us;
- When you communicate with us or when we communicate with you by telephone, fax, email or other forms of electronic communication;
- Information contained within Masonic membership applications;
- From others involved with Jersey Freemasonry.

The categories of the data we collect

We may collect the following categories of personal data about you:

- Your name and date of birth;
- Country of birth;
- Contact information such as residential or business address, email address and telephone numbers;
- Gender and marital status;
- Your profession or occupation;

The basis for processing your data, how we use that data and whom we share it with

We may process your personal data because **it is necessary for the performance of a contract** owed by you to Jersey Freemasonry:

- In this respect, we use your personal data for the following:
 - To deal with any complaints or feedback you may have;
 - For any other purpose for which you provide us with your personal data.
- In this respect, we may share your personal data with the following:
 - The Secretariat of the ruling body of the Masonic Unit of which you are, or have applied to become, a member.

We may also process your personal data because **it is necessary for our legitimate interests**.

- In this respect, we may use your personal data for the following:
 - For the administration and management of Jersey Freemasonry;
 - Seeking advice on our rights and obligations, such as where we require our own legal advice.
- In this respect we may share your personal data with the following:

- The Secretariat of the ruling body of any Masonic Unit of which you are, or have at any time been, a member.

We may also process your data for our **compliance with a legal obligation** which we are under.

- In this respect, we may use your personal data for the following:
 - To meet our compliance and regulatory obligations, such as the Office of the Data Protection Authority.
- In this respect, we may share your personal data with the following:
 - The Data Protection Authority or Office of the Information Commissioner
 - Any properly appointed Officer or Representative of a Court in Jersey.