



## Province of Northamptonshire and Huntingdonshire Data Protection Notice

### Your data

This notice is for all candidates and Freemasons of the Province of Northamptonshire and Huntingdonshire. It applies to the processing of your personal data by the Province.

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

Section II sets out the purposes for which your data will be used by the Province if you are a Freemason.

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

#### I. Use of your data during your application to become a Freemason

As a candidate, you consent to the processing, retention and sharing of your personal data submitted on or with your application, including details of criminal convictions if applicable, for the purpose of assessing your membership application and any other membership applications you may make to Masonic entities. If you choose to answer the optional questions about your religion and ethnicity these will not be visible to those assessing your membership application(s) and will be used for the sole purpose of equalities monitoring.

After submitting your application Masonic entities may use your data to send communications of interest to you, for example an invitation to a Masonic event in your Province.

If you apply from outside the UK then your data will be transferred to the UK and processed for the purpose of assessing your application.

The personal data in membership applications is processed on the basis of consent. You can cancel your application at any time prior to your initiation, exaltation, joining or re-joining by notifying your proposer and seconder. If you provide your data but do not complete your application within two years, it will be deleted. If you complete an application but are not initiated within ten years, it will be deleted. If you wish to delete your application data sooner then please contact [dataprotection@ugle.org.uk](mailto:dataprotection@ugle.org.uk).

#### II. Use of your data after you become a Freemason

Masonic entities will never sell your data.

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. These purposes include, but are not limited to, the following purposes:

1. Assessing any Masonic applications you make;
2. Registering you as a member of Freemasonry;

3. Receiving communications to which you are entitled as a Mason;
4. Recording the progress of your career in Freemasonry including memberships of Masonic entities, offices held, roles performed and meetings attended;
5. Masonic disciplinary processes; and
6. Maintaining records of your career in Freemasonry for archive and historical purposes.

You may stop your data from being used by the Province by resigning from all Lodges in the Province. If your data is included in the Province of Northamptonshire and Huntingdonshire Year Book it will be retained indefinitely for archive and historical purposes.

Your data may also be used within one year of your resignation from a Lodge or Chapter to contact you for the purposes of understanding why you resigned and if applicable to assist you in finding an appropriate Lodge or Chapter to join.

If you resign from all of your Lodges and Chapters but remain a Freemason then the Province may contact you by post to make you aware of Masonic events happening in your area.

The legal basis on which your personal data will be used for these purposes is the legitimate interests of the Province as a not for profit membership organisation. Additional data is commonly held by Masonic entities on the basis of consent. Examples of this include your dietary preferences or any photographs or videos in which you feature.

#### *Sharing your data*

Please note that data provided to any Masonic entity will be shared with any other Masonic entity for which it is relevant. For example, if you move house and provide your new address to your Lodge, that data will be shared with all other Masonic entities which communicate with you by post. Also, data about you created by a Masonic entity will be shared with any other Masonic entity for which it is relevant. For example, if a disciplinary sanction is imposed on you that will be reported to all your Lodges and Chapters.

#### *Contact Details*

The Province is at Freemasons' Hall, The Griggs Centre, Sheaf Close, Northampton, NN5 7UL. Please contact its data protection officer by post or email to [dpo@northants-huntsmsasons.org.uk](mailto:dpo@northants-huntsmsasons.org.uk) if you wish to:

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

### **III. Use of your data for Province of Northamptonshire and Huntingdonshire Communication**

The Province sends a Second Rising newsletter and other Provincial Communications to all members by email using a third party bulk emailer known as Mailchimp. This means that unless you unsubscribe from the newsletter your email address will be sent to Mailchimp's servers, based in the USA, for the purposes of sending the Second Rising newsletter and other Provincial Communications to you. More detail on how your email address is protected by Mailchimp can be found here: <https://mailchimp.com/help/mailchimp-european-data-transfers/>. You can unsubscribe at any time by using the link in the newsletter.

The legal basis for the Province using this personal data is that it's in the legitimate interests of the Province to send out necessary communications to its subscribing members.

#### **IV. Communications**

If you communicate with the Province it may monitor, record, store and use any telephone, email, webform or other communication with you in order to communicate with you in relation to your query, respond to the issues raised or deal with them in accordance with the Book of Constitutions, check any information you have provided, maintain records of recent communications for legal reasons and improve the quality of the services it offers. The legal basis for this processing is the legitimate interests of the Province as a membership organisation.

#### **V. Volunteering**

If you volunteer for any committees or other roles at the Province then it will process your name, contact details and any other personal data relevant to the role for the purposes of enabling that role to be performed safely and efficiently including security passes and login details if applicable. The legal basis for this processing is your consent.

If you accept promotion to a Grand Rank or to Metropolitan, Provincial, District or Overseas Grand Rank then your name and office or rank will be printed in relevant yearbooks and elsewhere. The Province's Year Book is available online through the members' secure website and in hard copy at all Masonic Centres in the Province. Your contact details will also be printed in relevant year books and elsewhere to the extent necessary so that you can be contacted in order to discharge the functions of your office or in all other cases will be included only with your consent. The legal bases for this processing are the legitimate interests of the Masonic entity publishing the relevant year book and your consent, as applicable.

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.

**"Masonic entities"** means:

- a. All Lodges you apply to join or have joined;
- b. Their Metropolitan, Provincial or District Grand Lodges; and
- c. The United Grand Lodge of England.

For Royal Arch Masons, and applicants to the Royal Arch, it will also include:

- d. All Chapters you apply to join or have joined;
- e. Their Metropolitan, Provincial or District Grand Chapters; and
- f. The Supreme Grand Chapter of Royal Arch Masons of England.