

The General Data Protection Regulation and the UK Data Protection Act 2018

Data Protection Notice – PRORSUM SEMPER

SCOPE

This notice is for all members of PRORSUM SEMPER in the Province of Gloucestershire, and it applies to the processing of your personal data by the Club.

Section 1 defines personal data and the term processing. For further information please refer to your Club Secretary in the first instance. The Province of Gloucestershire's Data Protection Policy and associated documents are available on the Provincial website and provide useful information.

Section 2 & 3 sets out the purposes that your personal data will be used by the club.

1. DEFINITION OF DATA PROTECTION TERMS

Data is information, which is stored electronically on a computer, or other electronic media, or in certain paper-based filing systems.

“Personal data” means any information relating to a “natural person” that is an identified or identifiable living individual.

“Special category data” includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Special category data can only be processed under strict conditions, including a condition requiring the express permission of the person concerned.

“Natural person” means a living individual who can be identified, directly or indirectly, in particular by reference to:

(a) an identifier such as a name, an identification number, location data or an online identifier;

or

(b) by one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.

Data controllers are the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Data users are those of our members whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times.

Data processor means a natural or legal person, public authority, agency or other body, other than an employee of the data controller, which processes personal data on behalf of the controller

Processing is any activity that involves the use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

“Personal data” means any information relating to a “natural person” that is an identified or identifiable living individual.

2. USE OF YOUR PERSONAL DATA TO PROCESS YOUR APPLICATION TO BECOME A MEMBER OF PRORSUM SEMPER

All new masons within the Province of Gloucester are considered members, although no database with that information is held by the club.

When a member applies to join the Closed Facebook group for PRORSUM SEMPER, your personal data (answers to the joining questions) will be processed for the purpose of assessing your membership application. Your personal data may be shared with the Province of Gloucestershire, and the United Grand Lodge of England if required.

Our justification for this processing of your personal data is that it is in our legitimate business interests to do so. Furthermore, by making an application to join the group PRORSUM SEMPER you are consenting to the processing of your personal data for the purpose of that application and where appropriate, your continued membership.

You can withdraw your consent and request erasure of your data at any time by leaving the group.

3. USE OF YOUR PERSONAL DATA AFTER YOU BECOME A MEMBER

The club does not under normal circumstances hold any personal data on its members. In the event of that changing any personal information being retained for a specific purpose the following applies;

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

- (a)** assessing any Masonic/club applications you make
- (b)** registering you as a member of this club
- (c)** receiving communications to which you are entitled as a club member
- (d)** recording the progress of your career in Freemasonry and the club; and
- (e)** Club disciplinary processes
- (f)** providing information in the Club membership list and circulating the same to other members of the club

You may stop your personal data from being used by the Club by resigning from the Club.

Please contact the secretary by email (prorsumemper@glosmasons.org.uk) if you wish to:

- (a)** request access to any data held about you
- (b)** prevent or block the processing of your data
- (c)** have inaccurate data rectified or erased
- (d)** object to processing that is based on the data controller's legitimate interests
- (e)** have your personal data disposed of securely
- (f)** have your personal data transferred to another data controller (portability)
(this right only applies in limited circumstances)
- (g)** access the personal data being processed about you (with limited restrictions)
- (h)** request the deletion or removal of personal data in certain circumstances
(the right to be forgotten)
- (i)** restrict processing of personal data e.g. where you contest its accuracy or object to the processing
- (j)** object to direct marketing
- (k)** object to automated decision making

The legal basis on which your personal data will be used in accordance with Section 3 are:

- (a)** the legitimate interests of the club as a fraternal not for profit membership organisation
- and**
- (b)** the fulfilment of any contractual obligations owed to you by your club supported by the Province of Gloucestershire and the United Grand Lodge of England

Any personal data held by the club will be securely stored in a online location with two factor authentication applied only accessible for the purposes defined in this policy.

As a member of the Province of Gloucestershire your personal data is processed, retained and shared for all reasonable purposes as detailed in their data protection policy which can be found on the website <https://www.glosmasons.org.uk/>.

Please note that by becoming a member of this Club your personal data may at some time in the future be published in the Province of Gloucestershire Year Book, Square Talk, Provincial Website or other such publication as the Province may from time to time use.

If you object to your personal data being included in any of the Province of Gloucestershire's publications the onus is on you to contact the Provincial Grand Secretary at the address below and advise him accordingly. This must be done in writing.

The Provincial Grand secretary
The Masonic Hall,
Venns Acre,
Wotton-under-Edge
GL12 7BE
Email
provgsec@glosmasons.org.uk