



Provincial Grand Lodge of Essex

Data Protection Notice

Your personal information

This notice is given as required by data protection laws to all candidates and Freemasons of the Province of Essex. It applies to the processing (such as the collection, holding, use, disclosure or transfer) of your personal information by the Province.

Personal information collected about you

In addition to any information you have provided, personal information about you may be obtained from other sources, such as the United Grand Lodge of England and your Lodge(s). The information may include such things as dates of birth, addresses and other contact details.

Use of personal information

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

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

I. Use of Your Personal Information 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 information 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 personal information at any time prior to your initiation by notifying your Proposer and Secunder that you wish to cancel your application. They will then notify the Lodge Secretary.

II. Use of Your Personal Information after you Become a Freemason

As a Freemason, your personal information 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 the following:

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; and
5. Masonic disciplinary processes.

The legal bases on which your personal information will be used in accordance with this Section II are:

1. the legitimate interests of the Province as a not for profit membership organisation; and
2. the fulfilment of contractual obligations owed to you by your Lodge supported by the Province.

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 as published from time to time.

Disclosure of Personal Information

Please note that your personal information may be transferred to and 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.

The UGLE Data Protection Notice can be viewed at www.ugle.org.uk/data-protection-notice.

Your personal information may be shared with other third parties, including The Cube and Masonic charitable organisations but only if you have given your consent. The sharing of personal information with such third parties will be subject to confidentiality requirements under which they may only access and process personal information as described in this notice. Also, the United Grand Lodge of England’s computer system, ADELPHI, is used for Masonic purposes and so personal information will be stored on them.

Your Rights

You have a number of rights in relation to the personal information which is held about you, including:

- the right to see the personal information and to be provided with details regarding the processing of it unless the information needs to be safeguarded by the Province of Essex to meet its legal obligations or on the grounds of confidentiality;
- the right to have the personal information corrected if it is inaccurate or incomplete;
- the right to request that the personal information is erased or, in certain circumstances, object to it being processed or request that its processing is restricted; please note, however, that the exercise of any of these rights will not be binding on the Province of Essex where the Province of Essex is entitled to retain and process the information; and
- the right to complain to the data protection regulator, the Information Commissioner’s Office, which may be contacted via its website at <https://ico.org.uk> or by telephone on 0303 123 1113.

Making Contact

Further information about the processing of personal information may be obtained from the Provincial Grand Secretary, Philip Lovelock, who should also be contacted if you wish to exercise any of your rights listed above. *Philip M Lovelock* (Philip Lovelock)

Date: 25th May 2018