



*The Grand Court of
The Masonic Order of Athelstan
In England, Wales and its Provinces Overseas*

Data Protection Notice

v1.4 (April 2020)

Section I sets out how your data will be used if you apply for instruction, joining or re-joining a Court meeting under the jurisdiction of The Masonic Order of Athelstan in England, Wales and its Provinces Overseas (“The Masonic Order of Athelstan”).

Section II sets out how your data will be used if you are a member of The Masonic Order of Athelstan.

Section III provides more detail about how data about any criminal convictions will be used if applicable.

Section IV provides more detail about how your data will be stored for archive purposes in the public interest and for historical research.

Section V sets out how your data may be used if you choose to communicate with, volunteer for, serve on the committees of, visit or work for the Masonic Order of Athelstan.

I. Application for instruction, joining or re-joining

As a candidate for instruction, 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 Masonic applications you may make.

The assessment of your application will include printing some of your personal details on the summons which is sent to all of the members of the Court to which you are applying. Those details are your full name, age, profession or occupation (if any), place or places of abode, business address or addresses and names of your proposer and seconder.

You can withdraw your consent and request erasure of your application data at any time prior to your instruction, joining or re-joining by notifying your proposer and seconder that you wish to cancel your application.

II. Use of your data

As a member of the Masonic Order of Athelstan your data will be processed, retained and shared for any reasonable purposes required by the Statutes of the Masonic Order of Athelstan and of The Ancient Masonic Order of Alfred The Great or the UGLE Book of Constitutions, the Royal Arch Regulations or the bodies they sanction 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 The Masonic Order of Athelstan;
3. Receiving communications to which you are entitled as a Member of The Masonic Order of Athelstan;
4. Recording the progress of your career in The Masonic Order of Athelstan;
5. Masonic disciplinary processes;
6. If you resign or are expelled from membership, maintaining records to prevent you from improperly re-applying for membership; and
7. Maintaining records of your career in The Masonic Order of Athelstan for archive and historical purposes.

You may stop your data from being used for all purposes except 6. and 7. above by resigning from the Masonic Order of Athelstan or the United Grand Lodge of England and, if applicable, the Supreme Grand Chapter of Royal Arch Masons of England using the processes prescribed by their respective constitutions. **If you resign or are expelled, personal data relating to your membership will normally be retained and processed for 100 years for purpose 6. and indefinitely for purpose 7.** Other Masonic entities may also keep historic records, for example once you cease to be a member of a Court your personal details will remain in Court minute books which cover the period in which you were a subscribing member.

Your data may also be used immediately after you resign from a Court to contact you for the purposes of understanding why you resigned and if applicable to assist you in finding an appropriate Court to join.

You may request access to the data held about you by each Masonic entity, and rectification of that data if applicable, or object to the processing of that data, by submitting a request to the relevant Masonic entity.

The secretary of your Court will provide on request details of your data controllers.

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

- a. the legitimate interests of Masonic entities as not for profit membership organisations; and
- b. the fulfilment of contractual obligations owed to you by your Court.

III. Criminal convictions

Criminal conviction data will only be used by your Court, the relevant Province and the Masonic Order of Athelstan to:

1. determine your suitability to become a member of The Masonic Order of Athelstan;
2. determine your suitability to remain a member of The Masonic Order of Athelstan; or
3. maintain records to prevent you from improperly re-applying for membership if you have ceased to be a member of The Masonic Order of Athelstan by resignation or expulsion.

Members of The Masonic Order of Athelstan are expected to conform to high standards. In relation to purpose 1. above, as a candidate for instruction you must disclose any criminal convictions, except that you may choose whether to disclose a conviction if it is spent under the Rehabilitation of Offenders Act 1974. The legal basis on which this data is processed is your consent. You can withdraw your consent and request erasure of your criminal conviction data at any time by notifying your proposer and seconder that you wish to cancel your application.

If convicted of an offence when a Freemason, you must report certain criminal convictions to your Lodge Master or the Grand Secretary in accordance with Rule 179A of the Book of Constitutions. The Master of your Lodge may also report such convictions to other Masonic entities in accordance with the Book of Constitutions and the disciplinary processes of Freemasonry. These reports are made for purpose 2. above and data in them can be retained for purpose 3. above. The legal basis on which this data is processed is the legitimate interests of the Masonic entities as membership organisations in upholding their values. The processing falls within the "processing by not-for-profit bodies" exemption to permit processing of criminal convictions data.

IV. Archiving and historical research

Many Masonic records which may contain your data are archived for the public interest and kept for historical research. When they are no longer needed by the relevant Masonic Entity they are loaned or given to the Library and Museum of Freemasonry, a charity registered in England with charity registration number 1058497. The records which are loaned are transferred permanently to the charity when the Masonic Entity considers appropriate.

The charity currently restricts access to the records for 70 years except where they might contain sensitive personal information in which case access is restricted for 100 years. These periods are subject to change to reflect best practice. During this time only you or your legal representative will be able to view your personal data. After this time the records are made available to academic researchers and others in accordance with the charity's work. More information about the charity's work can be found at www.freemasonry.london.museum.

V. Other uses

Communications - If you communicate with The Masonic Order of Athelstan they 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 Statutes of The Masonic Order of Athelstan and the UGLE Book of Constitutions or Royal Arch Regulations, check any instructions given to them and improve the quality of the services they offer. The legal basis for this processing is the legitimate interests of each as a membership organisation.

Surveys - If you complete any of the surveys that The Masonic Order of Athelstan may from time to time use to collect feedback after their events then the data you submit may be used to contact you if there are specific concerns raised but otherwise will be used in aggregated, anonymised form. The legal basis for this processing is your consent.

Volunteering - If you volunteer for any committees or other roles within The Masonic Order of Athelstan they 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.

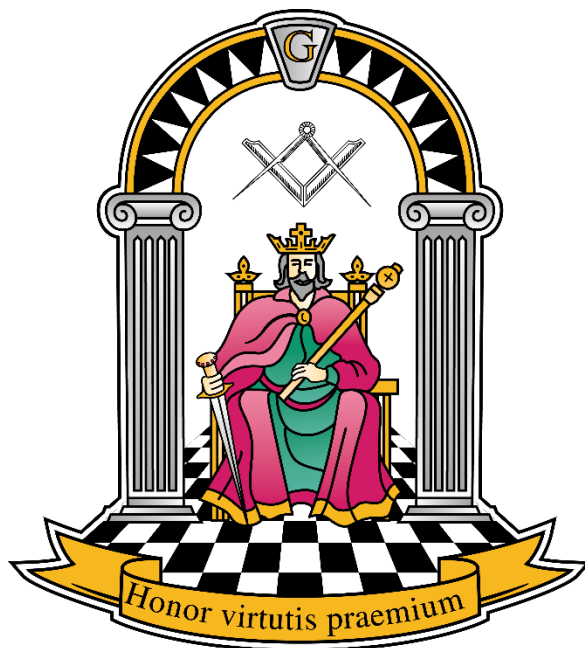
If you accept appointment or promotion within any Court Office, Provincial Grand Rank, Grand Rank or overseas Grand Rank, then your name and office/rank will be printed in relevant yearbooks and elsewhere. Your contact details may be included in relevant yearbooks and elsewhere to the extent necessary so that you can be contacted in order to discharge the functions of your office.

If you have any questions or complaints about how your data is processed, please contact the Grand Secretary of The Masonic Order of Athelstan.

The contact details of the Grand Secretary are;

VW Bro Wayne Dyer, KCSM, Grand Secretary
The Oaks, 74 Waun Road, Loughor, Swansea, SA4 6QN
Email: Grand secretary@moa.org.uk

If you have raised your concerns but not received a satisfactory response you have the right to complain to the **Information Commissioner's Office** or outside the UK to your local supervisory authority (if applicable). More information about UK complaints can be found at <https://ico.org.uk/make-a-complaint/>.



Data Protection Notices and Usage Guidance

v1.3 (August 2019)

within The Masonic Order of Athelstan in
England,
Wales and its Provinces Overseas.

SUMMONSES

The following Data Protection Statement to be included on **all** Court, Provincial Grand Court and Grand Court Summonses.

DATA PROTECTION: *The Masonic Order of Athelstan's Data Protection notice is available online at www.athelstan.org.uk. A hard copy can be obtained from your Court Secretary on request.*

MEMBERSHIP FORMS

Data Protection Statement to be included on all membership forms. (MEM1, MEM2, PET1 and PET2)

DATA PROTECTION NOTICE

Mandatory Consent: *I have read the Data Protection Notice in hard copy or online at www.athelstan.org.uk and I hereby consent to the processing of my personal data for the purposes set out in it.*

ALL OTHER FORMS

Data Protection Statement to be included on all non-membership forms, Letterheads, website (including online database) and email signatures.

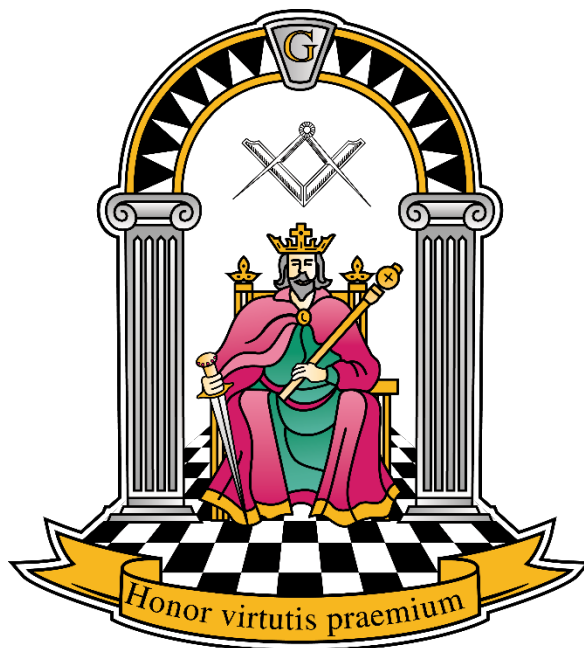
DATA PROTECTION: *The Masonic Order of Athelstan's Data Protection notice is available online www.athelstan.org.uk. A hard copy can be obtained from your Court Secretary on request.*

DATABASE ACCESS

Data Protection Statement to be included on the access form to the Orders database

DATA PROTECTION NOTICE

Mandatory Consent: *I have read the Data Protection Notice in hard copy or online at www.athelstan.org.uk and I hereby agree to comply with its principles whilst using The Masonic Order of Athelstan's database.*



Database Access Guidance

v1.3 (August 2019)

The Masonic Order of Athelstan in England, Wales and its Provinces Overseas.

The Data Controller is W Bro Barry A Jones, KAG.

Any member of the Order who wishes to have access to the database must have a legitimate reason, if this is not obvious e.g. a Court Secretary or Provincial Grand Secretary the request must be referred to the Grand Secretary for authorisation.

If a legitimate request is received access is granted by the Data Controller only having received back the signed (original wet signature only) form. These forms will be entered into a file and kept. A unique password is then issued by the data controller. The password is always changed when access is reassigned e.g. there is a change of Provincial Secretary.

A list of members of the Order with access to the database is maintained by the data controller. The list is encrypted, and password protected.

Duties of those with access;

1. Never to share or disclose their username or password.
2. To use the database only for official Masonic Order of Athelstan purposes.
3. To treat as confidential all data contained within the database.
4. Any computer equipment used to access the database should be password protected.

5. If any data is downloaded and kept locally the equipment used to hold the data must be encrypted and password protected.