

Grand Council of Knight Masons privacy notice

This privacy notice tells you what to expect us to do with your personal information when you join us.

Our contact details

Email

grandscribegckm@hotmail.com

What information we collect and use, and why

Recruitment, administration and management

We collect or use the following personal information as part of **recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)

Our lawful bases for collecting or using personal information as part of **recruitment, administration and management** are:

- Consent
- Legitimate interest:

We collect a members Name, year of joining organisation, email address where required. Names can be used to qualify for an office of the organisation.

Where we get personal information from

We collect your information from the following places:

- From membership forms or Subordinate Councils directly

How long we keep information

Records are held for 100 years

Who we share information with

In some circumstances, we may share information with the following organisations:

Data processors

We use the following data processors for the following reasons:

Grand Council of Knight Masons

This data processor does the following activities for us: The data processor circulates information regarding membership details for meetings and events associated with the Grand Council. It is also utilized to ascertain the membership composition of each subordinate Council. Additionally, the stored data is safeguarded through encryption and password protection.

Sharing information outside of the UK

Where necessary, we may transfer staff information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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