GRAND COUNCIL OF KNIGHT MASONS
DATA INVENTORY

Method of collecting data	Data Subjects	What personal data is collected	When is this data collected	Volume of personal data	Why is the data collected?	Where is the data stored	Security Mesures already taken?	Retention period and when are updates performed	Who data is shared with - external (or N/A)	Has a Privicy Notice been issued	Person resposible for handling data	Data Controller? Data Processor?
Council Membership Form (KM01)	Council Scribe: Provincial Grand Scribe: Grand Scribe	Name, Date Joined, Council No., email address *(Scribes only)*	On joining: Annually:	120 Councils; 8 Committees;	To be able to communicate with subordinate Councils regarding Grand Council matters	On a laptop in a Cloud	PC encrypted, Password protected, Info only accessible on 1 PC. Windows Defender.	While a member is active of Grand Council	Provincial Scribes	Privacy Notice displayed on Grand Council website	Grand Scribe: Provincial Scribe: Council Scribe:	Data Controller Data Processor
Verbal & email	Members of subordinate Councils	Name, Date Joined, Council No., email address *(Scribes only)*	On joining: Annually:	Approximate 3000 members	To be able to communicate with subordinate Councils and conduct the business regarding Grand Council matters	Paper files & laptop	Paper files are securley stored	While a member is active in a Council of Knight Masons	Council Scribe, Provincial Scribe, Grand Scribe	Privacy Notice displayed on Grand Council website	Grand Scribe: Provincial Scribe: Council Scribe:	Data Controller Data Processor
Camera & Photo images	Members of subordinate Councils Members Honoured	Photos	Occasionally throughout the year	Small	For use on website and Grand Council publicity	On a laptop in a Cloud	PC encrypted, Password protected, Info only accessible on 1 PC. Windows Defender.	While a member is active of Grand Council	Grand Council closed group	Privacy Notice displayed on Grand Council website	Grand Scribe: Provincial Scribe: Council Scribe:	Data Controller Data Processor