

# PRIVACY POLICY



## WE TAKE YOUR PERSONAL DATA SERIOUSLY

We have been doing our best and will continue to follow the latest guidance following the General Data Protection Regulation 2018.

### It's your right to know, in all transparency, how we process your data

We work in respect with the six principles of lawful processing as in Article 5 of the GDPR: data minimisation, we collect the strict necessary data needed; purpose limitation, we don't use the data for further marketing purpose; data accuracy; storage limitation; integrity and confidentiality.

## We ought to tell you

### When and how we collect personal data :

- When you subscribe for our newsletter
- When you send us a request for an event or to learn more about our organization

### Who can access the data we've collected:

We only share data with people we trust

### How do we use your personal data

Providing website features

When providing our services or responding to your enquiry

We only process your data internally. We do not share personal data with any other third parties. Only our external IT can occasionally access the data. They are bound by a non-disclosure agreement for confidentiality

We collect data for the Legitimate interest of serving your needs

### How long do we keep your personal data

We keep your data to allow us to respond to your requests and no longer than needed by the order record and archives.

We will keep this policy up to date. Please come back.

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### DATA SECURITY

We use a secured website. Data you submit to us is encrypted

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### YOUR RIGHTS

You have the right to access your data

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### DATA BREACH

In the event of data breach- sadly this could happen- we will notify you and the ICO office delay

## YOUR RIGHTS

You have the right to access your data

You have a number of rights under data protection laws. These are:

- to request access your personal information,
- to request that your personal information is corrected if it is out of date, inaccurate or incomplete,
- to request that your personal information is deleted or removed from our records and systems,

- to make a complaint to the Information Commissioner's Office.

You also have the right:

- to withdraw your consent to the processing of your personal information (where we need your consent to process your personal information),
- to object to or restrict the processing of your personal information (where we don't need your consent to process your personal information),
- to obtain an electronic file of your personal information or have it transferred to another data controller in limited circumstances.

How do I exercise my rights?

If you would like to make a request to access or correct your personal information, or to exercise any of your other rights, you can contact us at any time using the details set out in the [Contacting Us](#) section.

We will respond to any request received from you within one month from the day we receive your request.

Please note that some of your rights are restricted and apply only in certain circumstances. For example, we may refuse to delete your personal information whilst we need it for a valid purpose, including to defend any potential legal claims. We will set out in our response our reasons if we are unable to meet your request.

## CONTACTING US

You can email: [IT@freemasonryformenandwomen.co.uk](mailto:IT@freemasonryformenandwomen.co.uk).

You can also write to us at: Hexagon House, 37-39 Surbiton Hill Road, London, United Kingdom KT6 4TS. If you have any queries about how we use your personal information you can contact the Data Protection Officer by email: [GDPR@freemasonryformenandwomen.co.uk](mailto:GDPR@freemasonryformenandwomen.co.uk)

## CONTACTING THE INFORMATION COMMISSIONER'S OFFICE

The Information Commissioner's Office (ICO) is the UK's independent body set up to uphold information rights. You can find out more about the ICO on its [website](#).

The ICO can be contacted on 0303 123 1113, by using the [email form](#) on its website, or by writing to:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

To find out how to make a complaint to the Information Commissioner's Office, see [Contacting the Information Commissioner's Office](#).