



DISTRICT GRAND LODGE
OF SOUTH AFRICA,
EASTERN DIVISION

DATA PRIVACY NOTICE



DISTRICT GRAND CHAPTER
OF SOUTH AFRICA,
EASTERN DIVISION

This is the Data Privacy Notice of the District Grand Lodge and District Grand Chapter of South Africa, Eastern Division.

Section I sets out how your data will be used if you apply for initiation, exaltation, joining, or re-joining a Lodge or Chapter.

Section II sets out how your data will be used if you are a Freemason.

Section III sets out how data about any criminal convictions or professional disqualifications will be used, if applicable.

Section IV sets out how your data may be used by Masonic charities.

Section V provides information about how your data may be used to send newsletters, notices, or correspondence to you.

Section VI sets out how your data may be used if you choose to communicate with, volunteer for, serve on the committees of, work for, or visit the premises of the District.

Section VII sets out how your data may be shared, including outside the Republic of South Africa.

Section VIII provides information about how your data may be stored for archive purposes in the District and public's interest, and for historical research.

Section IX sets out how your data may be shared if you apply to join, or are a member of, another recognised Grand Lodge.

Section X sets out how your data may be shared if you apply to join, or are a member of, another Masonic Order.

Section XI contains definitions of some of terms used in this Notice.

Section XII sets out your rights regarding your data.

Section XIII provides some contact details.

Your personal data will also be processed by other Masonic Entities of which you are a member or visit, as separate controllers and processors of data. You are also referred to their respective Data Privacy Notices.

I. Application for initiation, exaltation, joining, or re-joining

As a candidate, you consent to the processing, retention and, sharing of your personal data submitted on or with your application, including details of criminal convictions and professional disqualifications, if applicable, for the purpose of assessing your membership application and any other membership applications you may make to Masonic Entities.

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 Lodge or Chapter to which you are applying, as well as Lodges and Chapters under the jurisdiction of other recognised Grand Lodges. Those details include your full name, age, profession or occupation (if any), place or places of abode, business address, and addresses and names of your proposer and seconder.

After submitting your application Masonic Entities may use your data to send communications of interest to you, for example an invitation to a Masonic event in the District.

The personal data in membership applications is processed on the basis of consent. You can withdraw your consent and request erasure of your application data at any time prior to your initiation, exaltation, joining or re-joining by notifying your proposer and seconder that you wish to cancel your application.

If you provide your data but do not complete your application within two years, it will be deleted. If you complete an application but are not initiated within ten years, it will be deleted. If you wish to delete your application data sooner, then please contact ecdistrictoffice@freemasons.org.za.

II. Use of your data after you become a Freemason

As a Freemason your data will be processed, retained, and shared for any reasonable purposes required by the Book of Constitutions, the Royal Arch Regulations, the By-Laws, or the bodies they sanction from time to time. These purposes include, but are not limited to, the following:

1. Assessing any membership applications you make to Masonic Entities;
2. Registering you as a member of Freemasonry;
3. Sending communications which you are entitled to receive as a Freemason;
4. Recording the progress of your career in Freemasonry;
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 Freemasonry 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 all Lodge(s) and Chapter(s) in the District.

Other Masonic Entities may also keep historic records, for example once you cease to be a member of Lodge(s) and Chapter(s) your personal details will remain in Lodge(s) and Chapter(s) minute books which cover the period in which you were a subscribing member.

Your data may be used within one year of your resignation from a Lodge or Chapter to contact you for the purposes of understanding why you resigned and if applicable to assist you in finding an appropriate Lodge or Chapter to join.

If you resign from all your Lodges and Chapters but remain a Freemason then the District may contact you by post or email to, for example, make you aware of Masonic events happening in your area.

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

- a. the legitimate interests of the District and other Masonic Entities;
- b. the fulfilment of any contractual obligations owed to you by the District, your Lodge(s) or Chapter(s), supported by affiliated Masonic Entities; and
- c. consent, for example, any dietary preferences, or photographs or videos in which you feature.

III. Criminal convictions and professional disqualifications

Criminal conviction and professional disqualification data will only be used by the District, to:

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

Freemasons are expected to conform to high standards. In relation to purpose 1. above, as a candidate you must disclose any criminal convictions and professional disqualifications. The legal basis on which this data is processed is your consent. You can withdraw your consent and request erasure of the 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 are required report certain criminal convictions to the Master of your Lodge or the Grand Secretary in accordance with Rule 179A of the Book of Constitutions. The Master of your Lodge, for example, may also report such convictions and professional disqualifications to the District and other Masonic Entities. 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 and your consent to adhere to the Book of Constitutions and/or the Royal Arch Regulations.

IV. Masonic charities

Masonic charities need to keep their donor databases accurate and up to date. If you choose to provide your name, residential address, and email to a Masonic charity, then Masonic Entities may permit those Masonic charities to verify their donor databases against your name and address data that Masonic Entities hold. The legal basis for this processing is the legitimate interests of that charity.

Masonic charities provide, among other work, support to Masons, former Masons, and their relatives. Masonic Entities may share your personal data with recognised Masonic charities so that the charities can process it:

1. on receipt of an application for relief, to determine whether you or your relatives are eligible beneficiaries; and
2. where you have separately consented to a Masonic charity contacting you with fundraising materials, to allow that charity to update your contact details in their fundraising database by viewing your contact details held by Masonic Entities.

V. Notices, Newsletters, and Communications

The District may send you notices, newsletters, and other communications by post or in electronic format. In the case of printed material, your name and postal address may be sent to a third party printer and a postal service provider for delivery. An electronic communication may be sent using a bulk emailing or messaging service. This means that unless you unsubscribe from the newsletter your email address will be sent to the servers of the service provider, which may be based outside the Republic of South Africa, for the purposes of sending the communication to you. You can unsubscribe at any time by using the link in the communication.

The legal basis for using your personal data is either the legitimate interests of the District to send out necessary communications, or your consent.

VI. Other uses of your data

Communications - If you communicate with the District, it 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 Book of Constitutions or Royal Arch Regulations, check any information you have provided, maintain records of recent communications for legal reasons and improve the quality of the services offered. The legal basis for this processing is the legitimate interests of the District as a membership organisation.

Surveys - If you complete any surveys that the District uses to collect feedback 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, boards of governance, or other roles within the District, the District 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.

Promotions - If you accept promotion to a Grand Rank or Metropolitan, Provincial, District, or Overseas Grand Rank then your name and office or rank may be published in relevant year books and elsewhere. The District *Year Book* may be made available in hardcopy or electronic format and made available online, both of which may be publicly accessible. Your contact details may also be published in relevant year books and elsewhere to the extent necessary so that you can be contacted in order to discharge the functions of your office, or with your consent.

Premises - If you choose to visit any of our premises then your image may be recorded by a CCTV system operated by the District. The purpose of the CCTV is to protect the health and safety of all premises users, protect the premises, identify the owners of lost property, and to prevent crime and anti-social behaviour.

If you choose to use any Wi-Fi internet access available at our premises, using a personal electronic device, the District may store and process details of that device for the purpose of providing the Wi-Fi to you. The District may also store and process details of the websites that you visit using the Wi-Fi for its monitoring and administrative purposes and for crime prevention purposes.

The legal basis for this processing is the legitimate interests of the District as owner and/or occupier of the premises.

Employees and contractors - The District will use the data of employees and contractors for the purposes of performing their contracts of and for other purposes which are required by law, or which fall within its legitimate interests, including sharing that data where appropriate with, for example, pension providers, insurers, bankers, accountants, auditors, legal advisors, or Tax Authorities.

VII. Sharing your data

The District will not sell your data. However, data provided to any Masonic entity may be shared with any other Masonic Entity for which it is relevant. For example, if you change residence and provide your new address, that data will be shared with other Masonic Entities that communicate with you by post. Also, data about you created by a Masonic Entity may be shared with Masonic Entities for which it is relevant. For example, if a disciplinary sanction is imposed on you, that will be reported to all of your Lodge(s) and Chapter(s). You should be aware that in these circumstances, the District may be a recipient of your data from these third parties.

The District will also share your data (including criminal convictions and professional disqualifications) with the United Grand Lodge of England, Supreme Grand Chapter of Royal Arch Masons of England, and Masonic charities such as the Library and Museum of Freemasonry, in the United Kingdom. They are subject to information laws of the United Kingdom such as the *Data Protection Act* and the *General Data Processing Regulation*, the application of which is overseen by the Information Commissioner's Office. The United Grand Lodge of England and Supreme Grand Chapter of Royal Arch Masons of England are at Freemasons' Hall, 60 Great Queen Street, London WC2B 5AZ. Their data protection officer can be contacted at dataprotection@ugle.org.uk.

The legal basis for sharing your personal data is either the legitimate interests of the District as a membership organisation functioning under the authority of the United Grand Lodge of England and Supreme Grand Chapter of Royal Arch Masons of England, or your consent as a member of Freemasonry.

VIII. Archiving and historical research

Many Masonic records which may contain your data are archived for the District and public's interest, and kept for historical research. When they are no longer needed by the relevant Masonic Entity they may be 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. 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 <https://museumfreemasonry.org.uk>.

The legal basis for transferring and archiving your personal data is either the legitimate interests of the District to preserve its records and history as a membership organisation, or your consent.

IX. Other Recognised Grand Lodges

If you are a Freemason and you choose to apply to join other recognised Grand Lodges, they may request that you consent to Masonic Entities sharing the details of your Masonic career, including certificates of good standing, with them for the purposes of enabling them to assess your application. If you do not consent, then you should make this clear on your application to that Grand Lodge.

X. Other Masonic Orders

If you are a Freemason and you choose to apply to join other Masonic Orders, they may request that you consent to Masonic Entities sharing the details of your Masonic career, including certificates of good standing, with them for the purposes of enabling them to assess your application. If you do not consent, then you should make this clear on your application to that Masonic Order.

If you are a member of a Masonic Entity and of another Masonic Order and resign or become subject to disciplinary proceedings from either organisation it is likely that the other will become aware of it because members of other Masonic Orders are commonly also members of the United Grand Lodge of England.

XI. Definitions

"Book of Constitutions" means the General Laws and Regulations for the Government of the Craft of the United Grand Lodge of England from time to time, a copy of which can be found at <https://www.ugle.org.uk/about-us/book-of-constitutions>.

"By-Laws" means the by-laws of the District.

"District" means the District Grand Lodge of South, Eastern Division and the District Grand Chapter of South Africa, or either of them as the case may be.

"District Grand Chapter of South Africa, Eastern Division" means the District Grand Chapter of South Africa, Eastern Division under the jurisdiction of Supreme Grand Chapter of England.

"District Grand Lodge of South, Eastern Division" means the District Grand Lodge of South Africa, Eastern Division under the jurisdiction of United Grand Lodge of England.

"Masonic Entity/Entities" includes any recognised Lodges or Chapters you apply to join or have joined, their Metropolitan, Provincial or District Grand Lodges and Chapters and the United Grand Lodge of England and, if applicable, the Supreme Grand Chapter of Royal Arch Masons of England.

“**Royal Arch Regulations**” means the General Regulations of the Supreme Grand Chapter of England from time to time, a copy of which can be found at <https://supremegrandchapter.org.uk/aboutsupreme-grand-chapter/royal-arch-regulations>.

XII. Your Rights

You have the right to:

1. Object to the District processing your data;
2. Request access to your data; or
3. Request rectification of your data.

You should be aware that if you object to the processing of your data, this may, for example, prevent you becoming or continuing to be a Freemason within the District; or interfere with the fulfilment of any contractual obligations owed to you by the District.

XIII. Contact Details

If you have any questions about this Notice, then please contact the District.

The District may be contacted by email:

ecdistrictoffice@freemasons.org.za

If you have raised your concerns but not received a satisfactory response you have the right to complain to the Information Regulator (South Africa).

Post: PO Box 31533, Braamfontein, Johannesburg, 2017.

Or by email: POPIAComplaints@inforegulator.org.za

If you have any questions or complaints about how your data is processed by a Masonic Entity, other than the District, you should contact that Masonic Entity directly.