

# Data Protection Notice

## Your Data

- Section 1: sets out how your data will be used if you apply for initiation, joining or re-joining a Lodge.
- Section 2: sets out how your data will be used if you are a Freemason.
- Section 3: sets out how your data may be used by Masonic Charities if you are a Freemason.
- Section 4: provides more detail about how your data will be stored for archive purposes in the public interest and for historical research.
- Section 5: sets out how your data may be used if you choose to communicate with, volunteer for, serve on Committees of, visit or work for the Grand Lodge of Ireland at Freemasons' Hall, Dublin or at any other Hall in the jurisdiction of the Grand Lodge of Ireland.
- Section 6: contains some definitions for terms used in this Notice.

If you have any questions about this notice then please contact the Data Protection Officer of The Grand Lodge of Ireland at; Freemasons' Hall, 17 Molesworth Street, Dublin D02 HK50. Telephone: +353 1 676 1337 or Email: [GDPR@freemason.ie](mailto:GDPR@freemason.ie)

### 1. Application for initiation, 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, 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 members of the Lodge to which you are applying. Those details are your full name, age, profession or occupation (if any), place or places of abode, and names of your proposer and seconder.

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

### 2. Use of your data when you are a Freemason.

As a Freemason your data will be processed, retained and shared for any reasonable purposes required by the Laws and Constitutions of the bodies sanctioned under those Laws from time to time.

- 1) Assessing any masonic applications, you make.
- 2) Registering you as a member of Freemasonry.
- 3) Receiving communications to which you are entitled as a Mason.
- 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 archival and historical purposes.

You may stop your data from being used for all purposes except 6, and 7, above by resigning from the Grand Lodge of Ireland or any of its bodies using the processes prescribed by the Laws and Constitutions. If you resign or are expelled, personal data relating to your membership will normally be retained and processed by the Grand Lodge of Ireland 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 Lodge your personal details will remain in Lodge 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 Lodge to contact you for the purposes of understanding why you resigned and if applicable to assist you in finding an appropriate Lodge 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 Data Controller and the Data Protection Officer can be contacted at The Grand Lodge of Ireland, Freemasons' Hall, 17 Molesworth Street, Dublin D02 HK50. Telephone: +353 1 676 1337 or Email: [GDPR@freemason.ie](mailto:GDPR@freemason.ie)

The legal basis on which your personal data will be used in accordance with this Section 2 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 Lodge supported by its affiliated Masonic entities.

### 3. Masonic Charities

Masonic Charities need to keep their donor databases accurate and up to date. If you choose to provide your name and residential address to a Masonic Charity, then Masonic Charities 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 would like to be able to share your personal data with recognised Masonic bodies 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.
- 3) Your data will not be processed by Masonic Charities for purposes 1. and 2. of this Section 3 unless you have provided your consent. You may change these two optional consents at any

time by writing or e mailing the Data Protection Officer at Freemasons' Hall, 17 Molesworth Street, Dublin D02 HK50. Telephone: +353 1 676 1337 or Email: GDPR@freemason.ie

- 4) Archiving and Historical Research
- 5) Many Masonic records which may contain your data are archived for the public interest and kept for historical interest. When they are no longer needed by the relevant Masonic Entity they are loaned or given to the Masonic Library and Archives at Freemasons' Hall, Dublin. The records which are loaned are transferred permanently to the Library and Archives when the Masonic Entity considers appropriate.
- 6) The Library and Archives 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 work of Library and Archives.
- 7) Other Uses

## Communications

If you communicate with the Grand Lodge of Ireland and its Masonic Entities 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 Laws and Constitutions., check any instructions given to it and improve the quality of the services it offers. The legal basis for this processing is the legitimate interest of Grand Lodge and its Masonic Entities as a member's organisation.

## Surveys

If you complete any survey that the Masonic Entity might use to collect feedback after any event or to obtain details of members views on Freemasonry today in the Irish Constitution, 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 at a Masonic Entity then it 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 considered applicable. The legal basis for this processing is your consent.

If you accept promotion to a Grand Rank or to Provincial, Metropolitan, District or overseas Grand Rank then your name and office will be printed in relevant yearbooks and elsewhere to the extent necessary so that you can be contacted in order to discharge the functions of your office.

## Freemasons' Hall

If you choose to visit Freemasons' Hall at 17 Molesworth Street, Dublin, then your image may be recorded by a CCTV system operated by the Grand Lodge of Ireland. The purpose of the CCTV system is to protect the health and safety of all building users, protect the premises and to prevent crime and anti-social behaviour. The legal basis for this processing is the legitimate interest of the Grand Lodge of Ireland as owner and occupier of the premises.

If you choose to use the public Wi-Fi Internet access at Freemasons' Hall using a personal electronic device the Grand Lodge of Ireland will store and process details of that device for the purposes of providing the Wi-Fi to you. The Grand Lodge of Ireland 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.

#### Employees and Contractors

The Masonic Entities use the data of employees for the purposes of performing their contracts of employment and for other purposes which are required by the law or which fall within its legitimate interest as an employer, including sharing that data where appropriate with pension providers and the relevant tax authorities. Further detail is set out in the employee privacy policy in the Grand Lodge of Ireland staff handbook.

The Masonic Entities use the data of contractors for the purposes of performing their contracts and for any other purposes which are required by the law.

#### 6. Definitions

"Laws and Constitutions" means the General Laws and Regulations for the Governance of the Craft by the Grand Lodge of Ireland from time to time.

"Masonic Entities" includes any Lodges you join or have joined, their Provincial, Metropolitan or District Grand Lodges, the Grand Lodge of Ireland, Supreme Grand Royal Arch Chapter of Ireland, Grand Council of Knight Masons, Great Priory of Ireland and the Ancient and Accepted Rite for Ireland.

If you have any questions or complaints about how your data is processed please contact the Grand Lodge of Ireland, or the relevant Masonic Entity. If you have raised your concerns but not received a satisfactory response you have the right to complain to the Information Commissioner's Office in the Republic of Ireland.