

# The Wychwood Lodge General Data Protection Regulations and web site policy

## Data Controller

You can contact the data controller via [webmaster@wychwoodlodge.org.uk](mailto:webmaster@wychwoodlodge.org.uk)

## Privacy Notice

The Wychwood Lodge web site only retains personal information you have provided.

## Why we need your data

We need to know your basic personal data in order to operate an on-going membership organisation and to keep in touch with you. We do not collect any unnecessary personal data from you. Information we collect is shared with the Oxfordshire Provincial Grand Lodge and the United Grand Lodge of England.

## How we use your data

All of the personal data we collect is stored on servers located within the European Union. It is processed by appointed members of the Wychwood Lodge as and when required. It is shared with the Oxfordshire Provincial Grand Lodge and the United Grand Lodge of England and other approved and affiliated organisations, for example The Wychwood Royal Arch Chapter and the Oxfordshire Provincial Grand Chapter. Your personal data will not be sold to third parties.

## How long we hold your data

Your data is retained for as long as you continue to be a member of the Wychwood Lodge and the Provincial Grand Lodge of Oxfordshire and the United Grand Lodge of England . Certain information may be retained beyond this where legislation requires or for tax purposes.

## Your rights

Should you believe any of the information we hold is inaccurate, please contact the data controller [webmaster@wychwoodlodge.org.uk](mailto:webmaster@wychwoodlodge.org.uk) with details of any amendments. If you wish to raise a complaint about how we have processed your data, please contact the provincial data controller [prgsec@oxfordshirefreemasons.org](mailto:prgsec@oxfordshirefreemasons.org) . If you are not satisfied with our response, you can complain to the information commissioner's office <https://ico.org.uk>

## Cookies and Site Security Certificates

Our website [www.wychwoodlodge.org.uk](http://www.wychwoodlodge.org.uk) does not use first party cookies. When visiting pages on our website that feature links to other websites and embedded content from third party websites i.e. Twitter, YouTube etc. users may be presented with cookies from the third party sites. The Wychwood Lodge has no control over the placement of these cookies and you should check the relevant third party site for information on their privacy and cookie policies. We do not use the google analytics service.

## Communicating with Wychwood Lodge members and other Oxfordshire Freemasons and the General Public

No email is sent to anyone from the Wychwood Lodge web site with the exception of support accounts. We use only registered opt-in email addresses to send information about important changes to our community and web site, and to send notices and other disclosures required by law through a separate system. We instruct all approved communications owners to only use Bcc: in their communications to protect the information of the individual(s) involved and as protection from unauthorized disclosure as part of our overall Privacy Policy. In connection with independent audits of our financial statements and operations, the auditors may seek to contact a sample of our records to confirm that our records are accurate. However, these auditors cannot use personally identifiable information for any secondary purposes

## Disclosure to Unrelated Third Parties

We will not sell or rent any of your personally identifiable information to third parties.

## Retaining Personal Information

We will retain your personal information for only so long as is necessary for the purposes for which the information was collected or as required for legal purposes. In certain cases, we may keep your information for up to 100 years if Principle 5 of the Data Protection Act warrants such retention.

## Links To Other Web sites

Some pages on the Web site include links to third party web sites. Their own privacy statements govern these sites, and we are not responsible for their operations, including but not limited to their information practices. Users submitting information to or through these third party web sites should review the privacy statement of these sites before providing them with personally identifiable information.

## Changes to this Policy

We may revise this Privacy Policy from time to time. By continuing to access or use the Services after any changes become effective, you agree to be bound by the revised Privacy Policy.