

Masonic Caravanning Club of England and Wales (MCCEW)

General Data Protection Regulations 2018

How we use your Data

From 25 May 2018 new rules are being introduced across Europe to protect an individual's data. These new rules apply to all organisations that hold a client's personal data.

MCCEW has an operational need to hold certain information about its members, this information includes:

Name of Member and Spouse/Partner

Email address

Postal address

Telephone numbers

Lodge name and number

Whether you use a Motorhome, caravan or tent

Using your data

Information such as your name and email address, will be shared among participating members during normal distribution of information in relation to functions, attendance lists at rallies etc.

Information will also be shared between officers and committee members of the MCCEW. These officers and committee members may hold your data in an electronic form on personal computers and/or paper format.

Your information will not be given to any other party either masonic or non masonic other than those identified in this document. It will also not be used for marketing purposes.

When MCCEW officers and committee members leave their office they will be required to pass on your data to the incumbent individual and remove your data from their own records (Electronic and Paper).

If you leave the MCCEW your data will be erased from all MCCEW data bases and paper records held by MCCEW Officers and Committee Members.

MCCEW Data Protection Policy – May 2018

Understanding your rights under GDPR

What are your rights?

1. To be informed – This document contains the information you should be aware of when joining or as a member of the Masonic Caravan Club of England and Wales.
2. Access – you can ask us what data of yours we are processing, the reason we are processing it, what personal data is involved and who we have sent that data to. You have the right to request access to any of your personal being processed by us. On request we will provide you with an initial copy of the data requested either in paper or electronic format free of charge. Any subsequent copies we may charge you a fee to cover our administration costs.
3. To rectification – If you become aware that any personal data we hold is not accurate or is incomplete, you can ask us to correct it.
4. To erasure – You can ask us to delete some or all of your personal data and or prevent the processing of it.
5. To restrict processing – You may ask us to restrict processing of personal data where you question the accuracy of the personal data or where we no longer need to process your data but need to keep it to defend any legal claims.
6. To data portability – You can ask us to provide a copy of, move or transfer personal data from one IT environment to another in a safe and secure way. We will provide your personal data to you in a structured, commonly used and machine readable form. We will respond to your request without unnecessary delay but we may take up to two months from the receipt of your request depending on the complexity and volume of data;
7. To object – You can object to us processing your data based on legitimate interests or the performance of a task in the public interest; and direct marketing to you.
8. Not to be subjected to automated decision making including profiling – Currently we do not have any processing operations where automated decision making is part of a process.
9. By applying to be a member of the MCCEW and by completing the MCCEW application form, you give us permission to hold your data and to use it as explained in the document.
10. You may at any time remove consent for us to use your data, however this will require you to leave the MCCEW as we will be unable to manage your membership.