NORTH STAFFORDSHIRE ROUND TABLE LODGE PRIVACY & COOKIES NOTICE

**Privacy Notice**

North Staffordshire Round Table Lodge (NSRTL) is committed to safeguarding your privacy. We will never sell your data and we promise to keep your details safe and secure.

This policy sets out the criteria by which NSRTL will acquire, store and access your personal data, in line with the General Data Protection Regulations which came into force on 25 May 2018.

**Who we are:**

NSRTL is a Masonic Lodge, incorporated under the rules and regulations of the Untied Grand Lodge of England (UGLE). Its purpose is to act as a fraternal organisation, with strong charitable aims and objectives

Our registered address is Hanley Masonic Club, Snow Hill, Stoke-on-Trent ST1 4NA

**What Personal Data Gets Stored?**

* We keep a record of web pages seen, links click, email address, contact numbers
* We make a note when you contact us on our membership and/or email systems.
* We may collect public, work-related information, such as:
  + First Name
  + Last Name
  + Email Address
  + Telephone/Mobile Number

**What Is This Data Used For?**

* For customer contact, membership development, information and support
* Newsletters
* To tailor the information, we share with you to help ensure that it’s relevant, useful and timely.
* We are committed to ensuring that you only receive contact from us that is relevant and valuable to you. Therefore we limit our activities to people who:
* are looking or have recently looked at our website or social marketing etc, or
* have previously signed up to receive news

For GDPR - the legal basis is Consent and Legitimate Interests

**Your Rights**

**Does Anyone Else Get My Data?**

We are the Data Controller. We do not sell your data, nor let others copy it for their own purposes. Your personal data is always under our control.

We use the following marketing and customer management tools…

* WiX to host our website.
* Google Analytics to count page visits etc.
* Microsoft Office 365 Suite (Excel, Outlook, Word) for emails and other communications

**Storing Your Data**

Your details will be held on secure, encrypted, systems located in our Head Office and in Cloud-based encrypted secure servers as part of our online toolsets described above.

We take the security of your data very seriously, and comply with all the relevant regulations concerning its storage. We undertake regular reviews to ensure our systems and processes align to the latest requirements and standards in relation to data security, including ensuring all relevant updates are applied to our systems.

**How Long Will We Keep Your Data?**

We will retain your data in line with our Contact Strategy which will set out the timetable of contact, projected future contact dates and approach methods. This period will vary from person to person and will typically include an assessment of (but not limited to) frequency of contact, nature of the contact and any other information that we deem appropriate to consider.

**What are your Data Subject Access Rights?**

In line with GDPR provisions, you have the right to the following

* Right to access – you have the right to request a copy of all data we hold about you.
* Right to rectification – where any data we hold is incorrect you have the right to ensure it is correct
* Right to be forgotten – you no longer wish for us to hold your data, we will delete it
* Right to portability – you can ask us to provide your data to a third party in machine readable format
* Right to restrict processing – since we only use this to contact you, there is no processing to restrict, we would simply delete the information.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Paul Molley (NSRTL Secretary) – email: secretary.8355@outlook.com

If you are not satisfied, with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office (ICO).

**Cookies Notice**

**THIS SITE USES COOKIES**

Our website uses cookies, as do almost all websites. The purpose of these is to help provide you with the best experience possible.

Cookies are small text files stored by your browser on your computer or mobile phone when you browse websites.

Our cookies enable us to:

* Make our website work as expected
* Improve the speed/security of the site
* Allow you to share pages with social networks like Facebook and Twitter
* Continuously improve our website for you
* Track visits to the sites articles so we know what kind of information is popular for our visitors

We do not use cookies to:

* Collect any personally identifiable information
* Collect any sensitive information
* Pass personally identifiable data to third parties
* You can learn more about all the cookies we use below

Granting us permission to use cookies

If the settings on your web browser are set to accept cookies we understand because of that, and your continued use of our website, you are in agreement of how we use cookies. Should you wish to remove or disable cookies please follow the instructions below, however doing so will likely mean that our site will not work as you would expect.

**MORE ABOUT OUR COOKIES**

Website Function Cookies

Our own cookies

We use cookies to make certain functions on our website work including:

* Allowing you to vote in polls
* Blocking the ip addresses of known or potential hackers

There is no way to prevent these cookies being set other than to not use our site or disabling them in your browser settings.

Third party functions

Like most websites we include functionality provided by third parties. A common example is embedding past issues of the magazine using Issuu. Our site includes the following which may use cookies:

* Back issues (powered by Issuu)
* Videos (powered by YouTube and Vimeo)
* Google Maps
* Other embedded content
* Disabling these cookies will likely break the functions offered by these third parties

Social Website Cookies

So that you can share our content on the likes of Facebook and Twitter we have included sharing buttons on our site.

Cookies are set by:

* Facebook
* Twitter
* Google Plus
* AddThis – (who provide us with social buttons)
* ShareThis - (who provide us with social buttons)

The privacy implications on this will vary from social network to social network and will depend on your settings with them.

Visitor Statistics Cookies

We use cookies to compile visitor statistics such as how many people have visited our website, what type of technology they are using (e.g. Mac OS X or Windows PC) which helps to identify how our site works on particular platforms. This helps us to continuously improve our website. These so called “analytics” programs also tell us, on an anonymous basis, how people reached this site (e.g. from google) and whether they have been here before helping us develop our services.

Google Analytics

You can opt-out of being tracked by Google Analytics (we’d prefer you didn’t though as this data is helpful to us in improving our website and therefore your experience on it <https://tools.google.com/dlpage/gaoptout>)

**TURNING COOKIES OFF**

You can usually switch cookies off by adjusting your browser settings to stop it from accepting cookies. Doing so however will likely limit the functionality of our, and a large proportion of the world’s, websites as cookies are a standard part of most modern websites.

Mozilla Firefox

To block cookies or change cookie settings in Firefox, select ‘options’ then choose ‘privacy’. Since Firefox accepts cookies by default, select “use custom settings for history”. This will bring up additional options where you can uncheck ‘accept cookies from sites’ or set exceptions, ‘accept third party cookies’, and decide how long cookies will be stored (till they expire, till you close the browser, or ask you every time). You can also see the list of stored cookies and delete those you don’t want manually. You also have the option of deleting all cookies either from the history window or the privacy window. Permissions for blocking or allowing cookies for single sites can also be set via the Permissions tab.

Google Chrome

To block cookies or change cookie settings in Google Chrome, click on the wrench (spanner) on the browser toolbar. Choose ‘settings’, then ‘under the hood’. Find the ‘privacy’ section and click on ‘content settings’. Then click on ‘cookies’ and you will get four options allowing you to delete cookies, allow or block all cookies by default or set cookie preferences for particular sites or domains.

Internet Explorer

To block cookies or change cookie settings in Internet Explorer, select Tools (or the gear icon), Internet Options, Privacy. You can choose from a number of security settings including Accept All Cookies, Block All Cookies and intermediate settings that affect cookie storage based on privacy and whether cookies set allow third parties to contact you without your explicit consent.

Safari

To block cookies or change cookie settings in Safari 5.0 and earlier, go to Preferences, Security and then Accept Cookies. You can choose from Always, Only from sites you navigate to or Never. In Safari 5.1 and later go to Preferences, Privacy. In the Block cookies section choose Always, Never or From third parties and advertisers.

You now have all the information you need to manage and delete cookies, but please don’t forget that doing so might mean the web doesn’t look quite the way you would expect.