

Data Protection Policy

This data protection policy regulates how the District Grand Lodge of East Africa (“**DGLEA**”) processes and stores personal data and sensitive personal data (as defined by the Data Protection Act, 2019, Laws of Kenya) (“**Data**”) of its members. It applies to all employees, officers, members and volunteers of the DGLEA. Its purpose is to ensure that the DGLEA complies with the applicable law and with required data protection standards.

1. Purposes

As a membership organisation the DGLEA holds, uses, stores, processes, exports, publishes and shares Data of members for the purposes set out in the Data Protection Notice. Where the DGLEA employs or contracts with a member it may also hold, use, store, process, export, publish and share Data of that member for all lawful purposes related to that employment or contractual relationship.

2. Appointment of a Data Protection Officer

The DGLEA shall appoint a Data Protection Officer who will oversee compliance with applicable data protection laws. The Data Protection Officer shall have a direct line of communication with the District Grand Master and shall have, or shall undergo training to ensure that he has, knowledge of data protection law and practices.

3. Members’ Data rights

A member may request that the Data Protection Officer:

- a. provides him with a copy of all the Data that the DGLEA holds about him. The Data Protection Officer shall provide a copy of all information required to be disclosed by applicable law;
- b. rectifies any incorrect Data held by the DGLEA about him. The Data Protection Officer shall consider such a request and respond to it in accordance with applicable law; and
- c. stop the DGLEA from some or all of its processing of his Data. The Data Protection Officer shall consider such an objection and respond to it in accordance with applicable law.

4. Deletion of Data

A member may resign from the DGLEA and all the Lodges within the DGLEA that they are a member of at any time. After it has processed such resignation(s) the DGLEA shall delete the Data that it holds about that member as set out in the Data Protection Notice.

5. Sharing Data with third parties

As a membership organisation the DGLEA shares:

- a. Data of its members with the United Grand Lodge of England;
- b. Data of members of each Lodge; and
- c. Data of its members with other third parties to the extent necessary for the performance of its functions as a membership organisation, as required by the Book of Constitutions or bodies it sanctions from time to time including applicable Lodge by-laws.

6. Data Protection Notice

The DGLEA shall publish a Data Protection Notice so that it is available to members. The Notice shall comply with the requirements of applicable data protection laws and among other things shall inform members how their Data will be used by the DGLEA and how they may contact the DGLEA’s Data Protection Officer.

7. Data security

The DGLEA shall periodically review the security of its records and processing activities and shall take appropriate steps to ensure the confidentiality, integrity and availability of Data that it holds.

8. Reporting breaches to the Data Protection Officer

Actual or potential breaches of this policy, or of applicable data protection laws by the DGLEA, shall be reported immediately to the Data Protection Officer. Breaches shall be reported if required by the Data Protection Officer to the member(s) whose Data is affected. Normally the Data Protection Officer shall not report breaches without prior consultation with the District Grand Master and District Grand Secretary.