



INTERNATIONAL ORDER OF FREEMASONRY FOR MEN AND WOMEN LE DROIT HUMAIN SOUTH AFRICAN FEDERATION

Data Protection Policy

THE SOUTH AFRICAN FEDERATION of the INTERNATIONAL ORDER OF FREEMASONRY FOR MEN AND WOMEN, Le Droit Humain (PBO 930031785) (and all lodges and entities within our Federation) would like to inform you (the “data subject”) that we are committed to safeguarding your privacy and the confidentiality of your personal information. In terms of Section 18 of the Protection of Personal Information Act No 4. of 2013 (“POPI”) with effect from 01 July 2021, we are obliged to provide you with information when collecting personal information or data from you.

It is important that you understand how we collect and process your data, and for what purpose we use your information. This policy applies to all data collected by THE SOUTH AFRICAN FEDERATION of the INTERNATIONAL ORDER OF FREEMASONRY FOR MEN AND WOMEN, Le Droit Humain. (PBO 930031785) in whichever manner or form, for the execution of our obligations in respect of our Organisation.

Your personal data:

Personal Data is any information about you that enables you to be identified. Some data that we may collect includes:

- Your particulars – name and surname, email address, phone numbers, physical and postal address, gender, ethnicity and date of birth
- ID/Passport details
- images, photos and videos
- social media accounts and webpage addresses
- online identifiers e.g. IP address, URL and web browsers when registering on our website

Voluntary supply of your information:

The supply of information is voluntary and by you supplying us with your information, you are consenting to, and accepting our privacy policy. Should you not agree with our privacy policy, kindly refrain from using our website and inform us to immediately destroy any information that may have received from you. The consequences however, of not providing or allowing use of your information, is that we will be unable to offer you any of our services.

Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

How we collect your data:

The initial collection of data is done through various methods and channels, including information obtained via all hand-written application forms and documentation as well as:

- Our website <https://ledroithumain.international/southafrica/> and/or via our social media platforms
- Direct emails
- Telephone and mobile communication e.g Whatsapp
- Through the use of other various technologies

The majority of information collected will be done through you. We may also receive/collect your information from intermediaries that may have referred you to us.

Data security

We will ensure that your data is only accessible to authorised people in our organisation and will remain confidential at all times. Appropriate security measures will be in place to prevent unauthorised access, alteration, disclosure, loss, damage or destruction of your information.

How long we hold your personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Should we no longer require your information, it will be destroyed in a way that de-identifies you.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

How we use your data:

Your personal information is initially required in order for us to communicate with you. Thereafter we will collect, hold, use and disclose your personal information mainly to provide you with access to the offerings and projects and relevant degrees to yourself to fulfil the mandate that we have been given by you voluntarily joining our organisation.

This may include:

- Communication regarding day to day activities
- notify you of new developments that may be of interest to you
- bulk general emails e.g. newsletters
- confirm, verify and update your particulars

We may also be required to share your information with The International Order of Freemasonry for Men and Women LE DROIT HUMAIN outside of South Africa. Should this be the case, you are entitled to ask us how your personal information will be protected in the foreign country, and we will endeavour to try and assist you.

Unless we are legally obliged to share your information, it will only be shared in order to comply with legal and regulatory requirements.

What are your other legal rights?

In addition to the rights above the additional following rights:

Where you have given consent, you have the right to withdraw previous consent to processing your personal data at any time;

You have the right to request from us access to and rectification or erasure of personal data or restriction of processing concerning your data;

You have the right to receive data you have provided to us in a structured, commonly used and machine readable format;

You have the right to lodge a complaint with the regulator (see below). We would, however, appreciate the chance to deal with your concerns before this is done.

If you wish to exercise any of the rights set out above, please contact our Data Protection Officer on sandra@metaplan.co.za or the deputy Data Protection Officer on cathyq3@gmail.com
