



## Privacy Policy

### Overview

This Privacy Policy explains how Freemasons New Zealand and The Freemasons Charity deal with your personal information. In summary:

- Freemasons New Zealand collects personal information from you if you are applying to become a member or if you apply for a scholarship
- We won't use or disclose your personal information except for purposes set out in this Privacy Policy or as allowed by the Privacy Act 1993.
- We may use your personal information to communicate with you, including communications that include marketing or promotions that are exclusive to Freemasons members.
- We will take steps to make sure your personal information is stored securely.
- You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information or to have it corrected, please contact our Privacy Officer by emailing [privacy@freemasonsnz.org](mailto:privacy@freemasonsnz.org).
- We may change this Privacy Policy from time to time if we need to change the way we deal with your personal information.

### 1 General

In this Privacy Policy, the terms '**we**', '**us**', and '**our**' refer to The Grand Lodge of Antient Free and Accepted Masons of New Zealand and The Freemasons Charity.

This Privacy Policy explains how we may collect, store, use, and disclose personal information that you provide to us.

### 2 Collection of personal information

We collect personal information from you (including your name, email address, phone number, postal address) when you apply for a membership or scholarship.

### 3 Use of personal information

We collect your personal information for the following purposes, and may use your personal information:

- to determine your eligibility for membership or for a scholarship, as the case may be;
- for administrative purposes;
- to provide you with information (including promotional material, news, marketing and promotions unless you request that we do not send such information);
- to communicate with you;

- in some publications including, the “New Zealand Freemason” magazine, which is available online;
- as otherwise permitted by the Privacy Act 1993;
- to answer genealogy enquiries after your death,

#### **4 Disclosure of personal information**

Your personal information may be made available online on our membership database. This database may be accessible to:

- Freemasons NZ National Office staff;
- Other members of Freemasons NZ;
- Information technology or database administrators, who may be contracted by us to administer our database. Those administrators will be required to treat your information in accordance with this Policy and the relevant provisions of the Privacy Act 1993.

Your personal information will not be disclosed to any other person unless:

- you have authorised us to do so; or
- we have given you notification of the intended use or disclosure and you have not objected to that use or disclosure; or
- we believe that the use or disclosure is reasonably necessary to assist a law enforcement agency or an agency responsible for national security in the performance of their functions; or
- we believe that the use or disclosure is reasonably necessary to enforce any legal rights we may have, or is reasonably necessary to protect the rights, property and safety of anyone; or
- if we are otherwise required or permitted by law to disclose such information.

#### **5 Storage and security**

We will take reasonable steps to protect personal information that is held by us from unauthorised access, use, disclosure, alteration, or destruction.

#### **6 Right to access and correct**

You may request access to, or correction of, any personal information we hold about you by emailing our Privacy Officer at:

Email: [privacy@freemasons.nz](mailto:privacy@freemasons.nz)

To ensure that the information we hold about you is accurate and current, please notify us of any changes to such information as soon as possible.

#### **7 Changes to our Privacy Policy**

We may make changes to this Privacy Policy at any time. If we make any changes that affect the way we deal with your information, we will do our best to notify you.

This Privacy Policy was last updated on 7 December 2016.