

# Chelmsford Masonic Hall – Privacy Statement

## **Privacy policy**

This privacy policy sets out how Chelmsford Masonic Hall (CMH) uses and protects any information that you give us when you use this website or our business systems.

CMH is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, or when otherwise in contact with us, then you can be assured that it will only be used in accordance with this privacy statement.

CMH may change this policy from time to time by updating this page. You should check from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

## **What we collect**

We may collect the following information:

- Name
- Contact information including email address, address including post code and contact telephone numbers
- Other information relevant to dining, surveys of users and offers from time to time

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Improving our services.
- Send emails relating to operational topics, including health, safety and security aspects of CMH.
- Send emails about new menus, events such as General and Extraordinary meetings, and special offers – or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for our research purposes. We may contact you by email, phone or mail. We may use the information to adjust the website according to your interests.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and operational procedures to safeguard and secure the information we collect from you.

Further details of these can be obtained from our host provider [www.freemasons-web.com](http://www.freemasons-web.com) However, please note that Freemason-Web has a wider focus on providing many services for lodges. CMH uses only a very minor subset of the feature available and relate primarily to contact with CMH users.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore,

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we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information by notifying the CMH Secretary via our website

[www.chelmsford-masonic-hall.masonic-website.org](http://www.chelmsford-masonic-hall.masonic-website.org) Contact Us,

or email to

[secretary.chelmsford-masonic-hall@masonic-website.org.uk](mailto:secretary.chelmsford-masonic-hall@masonic-website.org.uk)

or write to

The Secretary  
c/o Chelmsford Masonic Hall,  
County Hotel,  
Rainsford Road,  
Chelmsford CM1 2PZ

Please mark the envelope clearly “**For the attention of the CMH Secretary**”

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 2018. If you would like a copy of the information held about you please contact us using one of the methods above.

You may also request that all personal data stored by CMH is removed under the “right to be forgotten” provision. Again, please request this using one of the contact methods above.

If you believe that any information we are holding about you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.