



PROVINCIAL GRAND LODGE OF CORNWALL

Data Protection Notice — Province of Cornwall (Updated to DUAA 2025)

Your Data

This notice is for all candidates and Freemasons of the Province of Cornwall. It applies to the processing of your personal data by the Province. The Province of Cornwall is a Data Controller for this information.

This notice is designed to comply with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018 (DPA 2018)**, and the **Data (Use and Access) Act 2025 (DUAA 2025)**.

Please note that your personal data is processed by multiple Masonic entities with distinct roles:

- Your Lodge(s) are separate Data Controllers.
- The United Grand Lodge of England (UGLE) is a separate Data Controller.
- **UGLE also acts as a Data Processor** when providing the **HERMES** centralised administrative system, which the Province and Lodges use to record and manage your membership data.

Section I: Use of your data during your application to become a Freemason

As a candidate to become a Freemason, you consent to the processing, retention, and sharing of your personal data for the purpose of assessing your membership application and any other Masonic applications you may make.

- **HERMES Process:** Your personal data, including your **Online Registration Form (ORF)**, is submitted, processed, and checked against the central UGLE database via the **HERMES** system. This system is essential for verifying your eligibility under the Book of Constitutions.
- **Withdrawing Consent:** You can withdraw your consent and request the erasure of your data at any time prior to your initiation by notifying your proposer and seconder that you wish to cancel your application.

Section II: Use of your data after you become a Freemason

As a Freemason, your data will be processed, retained, and shared for any reasonable purposes required by the Book of Constitutions or the bodies it sanctions from time to time. Your data is primarily recorded and shared through the **HERMES system**, which facilitates the following purposes:

- **Assessing any Masonic applications you make.**
- **Registering you as a member of Freemasonry and maintaining your centralised membership record.**
- **Sending communications** to which you are entitled as a Mason (e.g., Provincial Summonses, official emails).
- **Recording the progress of your career** in Freemasonry (e.g., offices held, meetings attended, progression of degrees).
- **Masonic Disciplinary Processes, including the Formal Notification of Masonic Disciplinary Sanctions:**
 - The sanctions imposed on the brethren should be announced in the Lodges and/or Chapters shown, which, according to our records, are those of which they have been a member during the





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last five years or, if they have been unattached for longer, the Lodge/Chapter of which they were last a member.

- The respective Provincial, District Grand Secretaries, or Grand Scribes E will pass on the information to the relevant Lodges and/or Chapters to ensure that the announcement is made.
- The personal data processed and shared for this specific purpose will include the individual's **full name and address, the effective date of any sanction, and any relevant Lodges and Chapters.**
- Expulsions, Suspensions, Resignations from the Craft, and Admonitions also apply to the Royal Arch unless otherwise stated.

The Legal Bases for Processing

The legal bases on which your personal data will be used in accordance with this Section II are:

1. **Legitimate Interests:** The legitimate interests of the Province as a not-for-profit membership organisation (e.g., administrative efficiency, governance, and safeguarding of the Craft).
2. **Contractual Obligations:** The fulfilment of contractual obligations owed to you by your Lodge supported by the Province (e.g., processing dues and ensuring entitlements).

Section III: Data Controller and Processor Roles

Entity	Role	Responsibility & Relationship
Province of Cornwall	Data Controller	Determines the purpose and means of processing; responsible for compliance with this Notice.
United Grand Lodge of England	Data Controller	Responsible for its own processing activities (e.g., archive, historical record, Grand Lodge business).
UGLE (via HERMES)	Data Processor	Processes data <i>on behalf of the Province and its Lodges</i> by hosting the membership system (HERMES), only acting on the documented instructions of the Province.

Section IV: Data Subject Rights and Contact Information

You have rights under the UK GDPR in relation to your personal data.

- You may stop your data from being used by the Province by resigning from all Lodges in the Province; However, please refer to the Province of Cornwall GDPR Policies in respect of disciplinary matters and notification of sanctions and, in particular, Section II of this Notice.
- For data subject requests relating to the HERMES system, the Province will cooperate with UGLE to ensure a response.





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Please contact the Province's Data Protection Officer (DPO) at the address below if you wish to exercise your rights:

- Request Access to Your Data (SAR): The Province will conduct reasonable and proportionate searches for your data, in line with the Data (Use and Access) Act 2025.
- Submit a Data Protection Complaint: In accordance with the DUAA 2025, the Province must provide an accessible mechanism for internal complaints.
- Object to the Province processing your data (e.g., for specific non-essential legitimate interests).
- Request Rectification of your data.

The Province is at 7 New Bridge Street, Truro, Cornwall TR1 2AA. You can contact the DPO by post or email at: registrar@pglcornwall.org.uk.

You also have the right to complain to the Information Commissioner's Office (ICO).

