

Change of Relief Chest Representative

PLEASE USE BLOCK CAPITALS

With effect from: - -

the Representative of the following Relief Chest:

Name of the Relief Chest

Relief Chest No

will be:

First Name

Surname

Address

Postcode

Telephone Mobile

Email

OUTGOING Representative:

Full Name

Approved by the Secretary (or equivalent):

Name (in capitals)

Signature

DATA PROTECTION ACT 1998

We are committed to ensuring the privacy and protection of personal information. Your information will be used to identify you as the Relief Chest Representative and may be shared with the Secretary or equivalent in the respective Masonic Organisation for matters relating to the Relief Chest. Any personal information provided to you as the Relief Chest Representative by the Relief Chest office to help you administer your Relief Chest must be treated as private and confidential.

MUST BE COMPLETED BY THE NEW REPRESENTATIVE

DECLARATION

I confirm I have read and understood the Relief Chest Scheme Privacy Policy and I agree to comply and abide by the Terms and Conditions.

I confirm I have read and understood the Relief Chest Scheme "Operating Manual and Rules".

Relief Chest Representative:

Name (in capitals)

Signature

Relief Chest Scheme – Privacy Policy

This policy is effective from 1/12/2013

INTRODUCTION

This Privacy Policy Terms and Conditions document sets out how the Relief Chest Scheme expects the Representatives to use and protect personal or any other information made available to them in any format (e.g. hardcopy, electronic).

In order to comply with the Data Protection Act (1998), The Relief Chest Scheme is committed to ensuring the privacy and confidentiality of personal information provided to us.

These Terms and Conditions govern the use of information provided to you in any format such as hardcopy or electronic.

ACCEPTANCE

You must read and accept the terms and conditions set out below by returning this document.

DEFINITION

Personal Data means data which relate to a living individual who can be identified

- From those data
- From those data and other information which is in the possession of, or is likely to come into the possession of, the data controller
- Also includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual

ACCESS SECURITY AND CONFIDENTIALITY

You must:

- (a) acknowledge that the Relief Chest System will give you access to confidential information provided by donors
- (b) always treat any personal or any other information provided to you by us as confidential
- (c) use personal information only for assigned tasks, such as for preparing accounts, allocating and issuing honorific, medals and certificates for a Provincial Festival or an Appeal

- (d) protect the security and integrity of personal or any other information provided to you
- (e) put in place suitable procedures to safeguard your files containing personal data
- (f) not sell, or pass on personal or any other information received from the Relief Chest Scheme
- (g) not reproduce, duplicate, copy or otherwise exploit personal or any other information for commercial purposes
- (h) inform the Relief Chest Scheme immediately if you are no longer the Relief Chest Representative and no longer have the right to this information

ONLINE SERVICES

(This facility is currently only available to the Provincial Relief Chest holders who are running Festivals for the Central Masonic Charities and other fundraising campaigns)

In addition to the above, the following applies to representatives who have been provided with online access to the Relief Chest System. The Relief Chest Scheme reserves the right to allow or restrict access by the Relief Chest Representatives to the online Relief Chest System or to the online Charity Reporting System.

You must:

- (a) not disclose your password to any person. If you believe your log in details have been used without your permission you must notify the Relief Chest Scheme immediately
- (b) put in place suitable electronic procedures to safeguard your computer
- (c) not reproduce, duplicate, copy or otherwise exploit personal or any other information on our website for commercial purposes
- (d) not use our website in any way that causes, or may cause damage to the website or to impair its availability or accessibility
- (e) not use our website to copy, store, host, transmit, send, insert cookies, use or publish any material which consists of any spyware, computer virus or any other malicious computer software

To obtain a copy of information we hold about you or if you believe any of the information we hold is incorrect please contact the Relief Chest Scheme

Telephone: 020 3146 3352

Email: reliefchest@mcf.org.uk

Address: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ