



RELIEF CHEST SCHEME

STATEMENT OF RESPONSIBILITIES FOR RELIEF CHEST REPRESENTATIVES

This policy is effective from 25 May 2018

INTRODUCTION

This statement of responsibilities sets out how the Relief Chest Scheme expect the Relief Chest Representatives to use and protect personal and other information provided.

The Relief Chest Scheme is committed to ensuring the privacy and confidentiality of personal information provided to us. 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. This document governs the use of information provided to you as the Relief Chest Representative in any format including paper or electronic format.

ACCEPTANCE

By completing and returning either of the forms:

1. Relief Chest Application
2. Change of Representative
3. Access to Relief Chest Online
4. Relief Chest Online reporting

you agree and accept the terms and conditions set out in this document.

PERSONAL INFORMATION

The Relief Chest Scheme's Privacy Policy sets out how we treat personal and other information we collect. To obtain a copy contact the Relief Chest Scheme office or visit www.mcf.org.uk/reliefchest

ACCESS SECURITY AND CONFIDENTIALITY

You must:

- Always treat any personal or any other information provided to you by us as confidential
- Use personal information only for assigned tasks, such as for preparing accounts, allocating and issuing honorifics, medals and certificates for a Provincial Festival or an Appeal
- Protect the security and integrity of personal or any other information provided to you
- Establish suitable procedures to safeguard your files containing personal information

- Do not sell, or pass on personal or any other information received from the Relief Chest Scheme in any format
- Do not reproduce duplicate, copy or otherwise exploit personal or any other information for commercial purposes
- Inform the Relief Chest Scheme immediately if you are no longer the Relief Chest Representative as you no longer have the right to such information

ONLINE SERVICES

For the Relief Chest Representatives who have been provided with online access to

- Relief Chest online system
- Reporting system

The Relief Chest Scheme reserves the right to allow or restrict access by the Relief Chest Representatives to Relief Chest System online or to the online Charity Reporting system.

You must:

- Not disclose your password to any other person. If you believe your log in details have been used without your permission, you must notify immediately the Relief Chest Scheme
- Establish suitable electronic procedures to safeguard your computer and storage of personal and other information

HANDLING PERSONAL INFORMATION

According to the data protection rules, anyone handling personal information must ensure that stringent measures are in place to protect personal information.

If you have been granted access to our new reporting tool **AP**pplication **EX**press (APEX) you will be responsible for downloading, segmenting, Interrogating and analysing of personal information to prepare festival performance reports.

The Relief Chest Scheme's Privacy Policy specifies how the Relief Chest Scheme treat personal and other information collected. This Statement of Responsibilities document must be referred to in conjunction with the Relief Chest Scheme's Privacy Policy statement as guidance on how the Relief Chest Scheme manages personal and other collected information.

To obtain a copy of the Relief Chest Scheme Privacy Policy visit

www.mcf.org.uk/reliefchest

or contact us Telephone: 020 3146 3352

Email: reliefchest@mcf.org.uk

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

GDPR/statement of responsibilities/May2018