

## **The Royd Lodge 1204 - Privacy Policy**

We will always respect the privacy of individuals who browse our website and leave contact details with us. Please read this policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use that data. The Royds Lodge does not track your activity as an individual.

### **Contacting the Royds Lodge - information we collect about you**

We regard our visitors' privacy as being of the utmost importance. We collect some or all of the following personal information:

- Name
- Postal address
- Email address
- Telephone number

Any information you submit to us, either through this website or through any other means such as email, telephone or letter, will be regarded as confidential, and will not be passed to any third party.

We gather the information to allow us to process your application for membership of the Fraternity. Your information may be passed to the appropriate officer of the Lodge for action. Any information that you provide will be stored and/or disposed of in accordance with applicable data protection legislation.

When you contact us through any contact form on the site:

- we will use all reasonable efforts to safeguard your personal information and to protect your details against third party access or modification – we do not rent, sell, or share personal information about you with any other organisations. You should be aware though that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of your personal information which is transferred from you or to you via the internet.
- we provide you with mechanisms to amend your details as retained by us, or to remove them
- we allow you to specify the level of future contact that you will receive from Royds Lodge and we will respect your wishes.

### **Accessing Your Information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of it please use our contact form. We may make a small charge for this service. We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes, such as a change in your postal or email addresses, or if you do not wish to progress or renew membership, please let us know by using our contact form. You may ask us to correct or remove inaccurate information.

### **Use of Cookies**

Any cookies are used only to ensure proper running. They are not used for tracking purposes, but rather to hold site information for the duration of your browsing session.

### **And finally**

Our website may contain links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies. Please address any queries concerning this privacy policy, our website or any other general query via the email given below.