



THE ORDER of ST. GEORGE

Grand Priory of the United Kingdom

BM The Order of St. George, London WC1N 3XX

Policy and Procedures for handling and sharing member's personal information General Data Protection Regulation (GDPR)

This document is to inform applicants and members how the International Knightly Order Valiant of St George (The Order) and the associated United Kingdom Grand Priory of the International Knightly Order Valiant of St George (The Charitable Trust) uses personal information.

The Order and the Charitable Trust have to follow strict rules called 'data protection principles'. We must make sure that the information it holds on members is:

- a) used fairly, lawfully and transparently,
- b) used for specific, explicit purposes of the Order and the Charitable Trust,
- c) used in a way that is adequate, relevant and limited to only what is necessary,
- d) accurate and, when necessary, kept up-to-date,
- e) kept for no longer than necessary,
- f) handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

There is stronger legal protection for more sensitive information, such as:

- a) race,
- b) ethnic background,
- c) religious beliefs,
- d) health,
- e) sex life or orientation.

A full list can be found on the government website www.gov.uk – data protection, and the Data Protection Act 2018. The Data Protection Act is the UK's implementation of the General Data Protection Regulation (GDPR).

How the Order obtains, records and manages consent.

Application to join the Order is either through petition or nomination. Both methods are completed on-line; either by the person petitioning or a person nominating another person. The webpage links to do so are found on the Order's website under 'Joining the Order'.

The Order uses a CRM system through WebCollect. It is managed through Eventura.com.

Application

Persons wishing to join the Order complete an on-line application form. The form contains specific information that the applicant is required to complete. Once the form is completed and submitted, the Deputy Grand Prior responsible for membership is informed automatically.

The Deputy Grand Prior will be in touch with the applicant and informs them of the process that takes place prior to the applicant being offered membership. The Deputy Grand Prior is the Data Handler for the Order and can be contacted through emailing.

membership@orderofstgeorge.co.uk

Nomination – suitable people can be nominated for membership of the Order by an existing member of the Order or a suitable person outside the Order.

The nominator cannot nominate a person and provide their details without that person's agreement. To do so without permission would be a breach of GDPR.

The nomination form is found on the Order's website along with the necessary links.

The Deputy Grand Prior, responsible for membership, will be in touch with the nominee and inform them of the process they will need to follow in order to complete the on-line form in readiness for full membership being offered. The Deputy Grand Prior is the membership Data Handler for the Order.

membership@orderofstgeorge.co.uk

If a nominee has not given permission to be nominated, they must inform the Deputy Grand Prior as soon as possible so that their nomination can, either proceed with their permission or, to instruct that their details are removed from with immediate effect.

The Deputy Grand prior will confirm via email that this had happened.

Gazetting

The gazetting procedures applies to all applicants and nominees.

After the period of gazetting, which is approximately one month, the applicant or nominee will either be offered full membership or their application will be declined. If the application is declined, the applicants personal information will be deleted and removed from the CRM system within 5 working days.

Only in very exceptional circumstances will a person not be gazetted. Only the Grand Prior can agree to an applicant not being gazetted. The decision will be based on confidential information known in advance or supplied by the applicant or nominee at the time of their application.

If the formal offer of membership is accepted, the new member will receive final details from the Deputy Grand Prior for membership and their membership will become 'authorised'.

They will then be able to complete the Oblation and associated fees relevant to their rank on joining. They will also be able to update their personal information as necessary using a secure password.

Squires and Demoiselles.

The Order accepts young people between the ages of 16 to 21. At all times the GDPR policy will apply along with the Order's Safeguarding policy for young people and vulnerable adults.

Those between the ages of 18 to 21 years will be gazette as outlined above.

Those between the ages of 16 and below 18 will not be gazetted.

How the Order manages personal data

The information submitted on-line by applicants when they apply for membership will be seen and processed by:

The Data Controller(s)

The Data Handler(s).

Contact can be made through emailing membership@orderofstgeorge.co.uk

How the Order uses personal information

The CRM system used by the Order is WebCollect.

*WebCollect is owned by Open Brackets Ltd. 1, Powell Road, Poole, Dorset. BH14 8SG.
WebCollect is managed on behalf of the Order by Eventura, St George's House,
Westhoughton, Bolton. BL5 3DG.
Eventura are the Data Processor.*

The information held by the Order will:

- a) enable members to manage directly their yearly subscription (oblation) for membership of the Order,
- b) enable the Order to improve effectiveness of communication with the membership,
- c) encourage members to support the work of the Order and in its charitable endeavours for the associated Charitable Trust,
- d) enable the Order to understand the profile of its members joining the Order,
- e) enable the Order to ensure it meets equality of opportunity in its membership and in avoiding elitism,
- f) enable the Order to audit the number of members within the Order for better reporting and management purposes so that it has a clear understanding of increasing or declining trends in membership for example.

Keeping personal information safe.

Members' personal information will be kept on the Order's CRM system for the reasons stated above. A member's personal information will not be divulged to any other organisation or third party.

Personal information will only be shared with the member's express written permission.

Who might request information?

- a) the commander designate or commander of the group of members living in the member's geographical area,
- b) an authorised member of the Order wishing to contact a group of members living in a geographical area
- c) the gatherings and events of the Order that the member has asked to attend or may like to attend.

Members can withdraw their consent at any time, or for the Order to hold the personal information it holds on a member. This must do this in writing to

membership@orderofstgeorge.co.uk

The Deputy Grand Prior responsible for membership will confirm with the member, within 5 working days, instructions to delete personal information.

If the member does not receive a response within the 5 day time frame, they are advised to email their instructions to chancellor@orderofstgeorge.co.uk

Members who ask for their information to be deleted from the Order's CRM system will not be able to maintain their membership of the Order once it has been deleted.

Requesting the information of another member.

Any member of the Order wishing to contact other members, and is not a Data Controller or Data Handler for the Order, must not contact other members via email, letter or telephone (landline or mobile) without that person's express permission. To do so may result in a breach of GDPR and result in consequences for all those involved. The Order will treat such breaches seriously.

Any unauthorised member wishing to contact another member or group of members, that they are not already acquainted with, must first contact the Deputy Grand Prior using - membership@orderofstgeorge.co.uk, explaining the reason for the request and any deadlines and dates they need to meet.

The Deputy Grand Prior will initiate the protocol for dealing with such a request providing the request allows time for permissions to be obtained or declined from the member or members involved.

Linked Policies

Other policies that link in part to this policy relevant to membership:- Membership Policy
Code of Conduct Policy
Complaints Policy
Speaking up Policy
Safeguarding Policy
Squires and Demoiselles Policy.



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FORM TO BE SENT TO MEMBERS WHEN THERE IS A REQUEST FOR PERSONAL INFORMATION.

Please complete this form as necessary.

By giving permission, you will allow the Data Controller to authorise that your personal information can be shared with those in the Order who may request it. You will be informed of the reason and the name and details of the member requesting it. The only personal information provided will be your name, rank, and contact details or only a specific part of your personal information that you give permission to provide.

Your personal information will only be sent to:-

- a) An approved member with responsibility for a group of members living in your geographical area who wishes to contact you or,
- b) where an authorised member is organising events you may be interested in that are not advertised elsewhere through the Order's website or through secure email sent out to all members by the Order via Webcollect.

You are strongly advised to:-

Keep a copy of this form for your records and email a copy to the Data Controller.

chancellor@orderofstgeorge.co.uk

and to the Deputy Grand Prior

membership@orderofstgeorge.co.uk

Please complete as necessary

I..... give my permission for the Data Controller to share my personal information for the purposes of 'a' and/or 'b' above. I have read and understand the reasons for my personal information being requested. Please tick only the information you wish to provide. Please also specify if different from your personal information held by the Order.

Name.

Address.

Landline.

Mobile.

Email address

I understand that I can remove my permission at any time and this will be confirmed with me within 5 working days.

Signed..... Date.....

OR

I.....do not give my permission for my personal information to be shared as in 'a' and or 'b' above.

Signed..... Date.....