



[Return to Website](#)

Victoria-Columbia Lodge No. 1 – Privacy Policy

Introduction:

Victoria-Columbia Lodge No.1 (*The Lodge*) makes every effort to ensure that your experience with us will be an enjoyable one that, hopefully, will last the rest of your life. In addition to our commitment to the highest level of service, ethics and perpetual fraternal discourse, we are equally committed to protecting and safeguarding any personal information you provide to us as a Member and Brother.

Our policies and procedures have been designed to comply with the Personal Information Protection Act of British Columbia. From time to time, this policy may be updated. When this happens, revisions will be available through our Lodge web site, through your Bulletins or through the Grand Lodge of British Columbia and Yukon, to whom this Lodge owes allegiance and under whose auspices we hold our Charter.

This policy statement summarizes the measures we take to ensure your personal information is handled appropriately.

Should you wish to receive more detailed information about our privacy policies and procedures, please contact the Lodge Privacy Officer at 250-478-7190, or by email at Secretary@victoriacolumbia.ca

Collection, use, disclosure and retention:

The Lodge will collect from you only the personal information that is necessary to establish and maintain our relationship with you. Your express consent will be obtained for the collection of such personal information, before it is collected. If your personal information is shared with a third party (e.g. another Masonic Lodge or Concordant body), *The Lodge* ensures that these third parties are bound by appropriate agreements to protect the privacy of your personal information. You are hereby made aware that any information we collect, insofar as it is necessary, is shared with the Grand Lodge of British Columbia and Yukon, whose express purposes are the same as this Lodge. The Grand Lodge has a privacy policy that is in accord with ours.

The Lodge will retain your personal information in perpetuity, as is required by federal or provincial laws, or the Constitution and Regulations of the Grand Lodge of British Columbia and Yukon. We are committed to keeping your personal information up to date, accurate and relevant for its intended use. Your information may be forwarded to a public archive as part of the Lodge historical retention and archiving policy. If this happens, the Lodge will ensure that the appropriate policies, from time to time in place, will be those that are acceptable for research and historical or genealogical purposes (usually 50 to 70 years after the event or 20 years after death).

Safeguards:

The Lodge ensures that your current personal information is secure by implementing security measures such as restricted access and by strictly limiting access only to those Brethren who need your information in order to maintain your fraternal relationship with us. Your mailing address and telephone number is not considered confidential, although we will only give it out to another Brother for Masonic purposes.

Access and questions:

You may request access to your personal information stored by *The Lodge* by contacting us through the Privacy Officer (The Secretary). Upon request, we will show you the information we have on record, how it is used, and whether it has been disclosed. If your personal information requires changing or updating, your written request to the Secretary will give us the authorization to make these revisions and to share them with the Grand Lodge of British Columbia and Yukon.

We promise to respond promptly to your questions, concerns or complaints about the privacy of your personal information and our privacy policies and procedures.

Approved in Open Lodge October 2004
R.W. John H Wylie, Secretary and Lodge Privacy Officer

[Return to Website](#)