

# **Grand Chapter of Royal Arch Masons of Alberta**

## **Privacy Statement**

### **Who we are**

This website is organized and maintained by a committee established by the Grand Chapter of Royal Arch Masons of Alberta (GC). The GC is governed by the Constitution and Regulations of the Grand Chapter of Alberta Masons of Alberta which can be found on our website under the menu item "Forms/2015 Constitution and Regulations".

Our website address is: <https://royalarchmasonsAlberta.com>.

### **What personal data we collect and why we collect it**

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

### **Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

### **Contact forms**

### **Cookies**

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

## **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## **Analytics**

To continually improve our site, we often collect information about how our Companions/visitors are using it. These usage statistics are only viewed in the aggregate—and are never tied to an individual.

We use this information for purposes such as improving the pages where our Companions/visitors are having difficulties, and ensuring that we have the appropriate infrastructure in place to service future needs.

The information collected may include your IP address, your browser type and your operating system, as well as data that is passively generated as you browse the site, such as the number and types of pages visited, and the length of time spent per page and on the site overall.

## **Who we share your data with**

We do not sell or share our users' private personal information. Jack Drebit is the sole proprietor of the trade name JCD Website Design and he is the Grand Chapter of Alberta WebMaster.

To ensure that you are the only person accessing your personal information, we restrict access to the Chat Forum by requiring that you enter your user name and password to login. Only you know your password. Committee members and GC do not have access to your password, and they will not ask you to reveal it. If someone does ask you to provide your password to them, we ask that you refuse to do so and contact us immediately.

## **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website, we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

## **What rights you have over your data**

If you have a profile on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **Where we send your data**

Visitor comments may be checked through an automated spam detection service.

## **Your contact information**

To communicate with us electronically, we strongly recommend that you use our Contact Us feature.

General email is not secure since it passes through many points on its route from you to us. If you are using general email to communicate with us, we strongly recommend that you do not include personal financial information within the email as we cannot guarantee its confidentiality en route to us.

When you email us your comments, questions or instructions, you provide us your email address and we use it to correspond with you. We then store your email and our replies to you so that we can refer to them in future.

We will not provide your email address to anyone outside of GC. We may use your email address to send you information about the website that we think may be of interest to you. If you do not want us to contact you with information by email, you may tell us so at any time and we will discontinue the practice.

If you have asked us to provide you with information on a regular basis, or if we email you information, you may ask us to remove you from the list at any time.

## **How we protect your data**

We use Secure Sockets Layer (SSL) software to encrypt the information you enter on our Site in order to protect its security during transmission to and from our Site. When storing information, we protect its security by encryption and pseudonymization of critical data.

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information.

Although we take all these measures to maintain the safety and security of your personal information, please note that no transmission over the Internet can ever be guaranteed to be secure. Consequently, please note that we cannot fully guarantee the security of any personal information that you transfer over the Internet to us.

### **What third parties we receive data from**

Google Analytics or other similar firms may provide statistics on our website when requested by the website committee.

### **What automated decision making and/or profiling we do with user data**

None. The website is designed as a source of information for Companions and visitors.

### **Industry regulatory disclosure requirements**

The EU-U.S. and Swiss-U.S. Privacy Shield Frameworks provide companies on both sides of the Atlantic with a framework to comply with data protection requirements when transferring personal data from the European Union in support of transatlantic commerce.

Canadian entities/companies are not immune to General Data Protection Regulation (GDPR) and its impact. Canadian entities/companies must develop a privacy compliance strategy if they perform the following activities:

- Offering goods or services to EU residents
- Monitoring the behavior of EU residents within the EU, which may include tracking internet activity for behavioral advertising purposes
- Conducting business with or in the EU, or marketing goods and services to EU residents

This website is not involved with any activity that would require compliance to GDPR procedures.

### **Additional information**

As we continue to expand our website to serve you better, and as new Internet technologies become available, we may need to amend this Privacy Statement at anytime, with or without notice to reflect changes in functionality and practice. Please check this Privacy Statement regularly for changes.

The website has links to other websites or Internet resources. As an example, from time-to-time we may provide links to Google or Firefox to assist you in upgrading your Internet browser. However, this website has no responsibility or liability for or control over these other websites or Internet resources or their collection, use and disclosure of your personal information. Always review the Privacy Statements of the sites that you are viewing.