



Grand Orange Lodge of Ireland

## Privacy Notice

### Introduction

The Grand Orange Lodge of Ireland is registered with the Information Commissioner's Office for the purposes of compliance with the Data Protection Act 1998, GDPR and associated UK and European Legislation. We will process your data in accordance with this legislation.

**Our Registration No. is ZA263835.**

### How We Use Your Information

This privacy notice tells you what to expect when the Grand Orange Lodge of Ireland (GOLI) collects personal information. It applies to information we collect about:

- Visitors to our websites;
- People who use our services, e.g. who subscribe to our Newsletters;
- Our Members;
- Job applicants;
- Our Current & Former Employees;
- Our Customers & Visitors to our Museum;
- People who request Research Enquiries;

### Visitors to our Websites

When someone visits [www.grandorangelodge.co.uk](http://www.grandorangelodge.co.uk) or [www.orangeheritage.co.uk](http://www.orangeheritage.co.uk), we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of visitors to our website. If we do require personal information through our website, such as through a Contact Form, we will make this clear. This information is collected in order to satisfy your enquiry or a service which you have requested.

### Cookies

Cookies are small text files which are stored on a visitor's computer when visiting a website which supports them. We use Cookies to help out website work more efficiently and to provide information on how the site is being used and performing.

Cookies can be controlled using most web browsers through the browser's settings. In many cases Cookies can be limited, blocked entirely or deleted, dependent on the web browser or software used. For more information on the specifics of this process, you should consult the web browser's help file.

To opt out of tracking by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>

### **E-Newsletter**

We utilise MailChimp software to distribute newsletters, circulars and other correspondence which you have subscribed to or which constitutes the provision of a legitimate service use as part of your membership or with your consent. You are able to unsubscribe from any electronic mailing distributed through MailChimp or to update your preferences by utilising the link at the bottom of each mailing.

### **Facebook, Twitter & Social Media**

We utilise Social Media for the benefit of current and potential members and supporters. This includes the advertising of upcoming events, shop products, services, jobs vacancies etc. From time to time we may broaden the scope of our Social Media presence by including 'targeted advertising' of particular events, services and others via the use of paid services of Facebook, Twitter and other platforms. This may include targeting users of Social Media platforms by, but not limited to, age, education, gender etc.

### **People Who Contact Us via E-Mail**

Members and members of the public are able to contact us via e-mail, predominantly but not limited to via our primary contact e-mail address [info@goli.org.uk](mailto:info@goli.org.uk)

Our Email communications are secured by Transport Layer Security (TLS) to encrypt and protect email traffic. If your email provider does not support TLS, you should be aware that your correspondence with us via e-mail may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses, malware, malicious links and other threats. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the Law and is free from virus or other malicious software or links. We may not receive or respond to any correspondence which does not satisfy our safety screening software.

### **People Who Call Us via Telephone**

When you call the Grand Orange Lodge of Ireland or Museum of Orange Heritage, we collect Calling Line Identification (CLI) Information. We use this information to help improve our telephone system's efficiency and effectiveness.

### **People Who Use Our Services**

The Grand Orange Lodge of Ireland and Museum of Orange Heritage offers various services to our members, visitors to our Museum and headquarters and members of the Public.

We have to retain the information of people who have requested the service in order to provide it. However, we only use these details to provide the service the person has requested and for other closely-related purposes. For example, we might use information about people who have requested a publication to carry out a survey to find out if they are happy with the level of service they received.

### **People Who Make Research Enquiries with Us**

We provide a service to Members, customers and members of the Public for research and certain genealogical enquiries. We collect information relevant to the person making the enquiry and other information required in order to satisfy and facilitate the request. This information is retained no longer than necessary.

## **Job Applicants**

The Grand Orange Lodge of Ireland is a data controller for information provided during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at [info@goli.org.uk](mailto:info@goli.org.uk)

### **What will we do with the information you provide to us?**

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### **Application stage**

If you use our online application system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

### **Shortlisting**

Our hiring managers shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

### **Assessments**

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by the Grand Orange Lodge of Ireland.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

### **Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will provide your email address to the Government Recruitment Service who will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of unspent convictions.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

### **How We Make Decisions about Recruitment**

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing [info@goli.org.uk](mailto:info@goli.org.uk)

### **Your Rights**

Under the Data Protection Act 1998, GDPR and associated UK and European Legislation, you have rights as an individual which you can exercise in relation to the information we hold about you.

### **Complaints or Queries**

The Grand Orange Lodge of Ireland tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very

seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of GOLI's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us via [dataprotection@goli.org.uk](mailto:dataprotection@goli.org.uk)

### **Access to personal information**

The Grand Orange Lodge of Ireland tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the Grand Orange Lodge of Ireland for any personal information we may hold you need to put the request in writing addressing it to our Data Controller, via the address below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Controller.

### **Disclosure of personal information**

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the group or individuals concerned and with other relevant bodies.

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

**Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 25 May 2018.

**How to contact us**

If you want to request information about our privacy policy, you can email us or write to:

Data Controller  
Grand Orange Lodge of Ireland  
'Schomberg House'  
368 Cregagh Road,  
Belfast  
BT6 9EY

[dataprotection@goli.org.uk](mailto:dataprotection@goli.org.uk)  
(028) 9070 1122