

Privacy Policy

St. Paul's Lodge No. 374 E.R.

Effective date: 27th of September 2026

St. Paul's Lodge No. 374 E.R. ("the Lodge," "we," "us," or "our") respects your privacy and is committed to protecting the personal information entrusted to us.

This policy explains how we collect, use, share, retain, and protect personal information through our website, www.stpaulslodge.com, online forms, Facebook and Instagram registration forms, and related communications.

1. Information we collect

We collect information you provide when contacting us, requesting information about the Lodge, or registering for an event. Depending on the form, this includes:

- Your full name, email address, and telephone number.
- Event registration details, such as your preferred presentation time and the number of attendees.
- Questions, messages, and other information you choose to provide.
- Your communication preferences and consent choices.

Required fields are identified on each form. If you do not provide information necessary to process a request, we may be unable to respond or complete your registration.

Please do not include financial information, identification documents, religious beliefs, or other sensitive information in general inquiry or event registration forms.

Formal membership applications and other activities requiring additional personal information are subject to any additional privacy notices provided at that time.

2. How we use your information

We use your information to:

- Respond to your questions and requests.
- Process event registrations and coordinate attendance.
- Send event confirmations, reminders, and relevant logistical updates.
- Provide information about Freemasonry or membership when you request it.
- Protect our website and communications against misuse.
- Fulfil applicable legal obligations.

Registering for an event does not constitute an application for membership.

We will not add you to a mailing list for future events or promotional communications without your separate consent. You may unsubscribe using the option provided in a communication or by contacting us.

3. Facebook and Instagram registration forms

When you submit a Facebook or Instagram Instant Form, the Lodge receives the information you submit and uses it for the purposes explained in that form and this policy.

Meta also processes information according to its own policies. Please consult [Meta's Privacy Policy](#) for details about its practices.

Submitting a registration form does not authorize the Lodge to publish your contact information or identify you publicly as a member.

4. Sharing and access

We do not sell or rent personal information.

We limit access to authorized Lodge officers, event organizers, and service providers who need the information to perform their responsibilities.

Service providers may assist with website hosting, email, online forms, and event administration. We require appropriate safeguards for information processed on our behalf.

For jointly hosted events, we identify any co-organizer receiving registration information in the registration notice and share only information needed to coordinate that event.

[Before publication: confirm whether registration information is shared with St. George's Lodge No. 440 E.R. If so, identify it expressly here and on the event registration form.]

We may also disclose information with your consent or where disclosure is required or permitted by applicable law.

5. Website technologies and optional services

Our website offers embedded maps and translation features provided by third parties. When enabled, these services may receive information about your device and online activity.

The website displays consent options before loading these optional features. You can decline them and manage available choices through the website's Privacy Settings.

[Before publication: identify the website hosting, map, and translation providers; specify the technical information and cookies actually collected, their purposes, and relevant retention periods; and link to the providers' privacy notices. Confirm whether analytics or advertising tools, including the Meta Pixel, are installed and describe them and their consent controls if applicable.]

Links to external websites are provided for convenience. Those websites operate under their own privacy policies.

6. Information processed outside Québec

Depending on the service providers used, personal information may be stored or processed outside Québec, including in other countries, and may be subject to the laws of those jurisdictions.

Where applicable law requires it, we assess privacy risks and put appropriate contractual protections in place before transferring information outside Québec or entrusting it to an outside provider.

7. Retention and deletion

We retain personal information only as long as necessary to fulfil the purposes for which it was collected, manage an ongoing request, or meet applicable legal obligations.

Our retention periods are:

- **Event registrations:** 90 days.

- **General inquiries:** 365 days.
- **Optional mailing lists:** until consent is withdrawn or the list is discontinued, subject to limited records needed to honour unsubscribe requests or meet legal obligations.

When information is no longer required, we securely delete or destroy it. We also address copies held by service providers in accordance with applicable requirements and agreed retention arrangements.

8. Protecting your information

We use safeguards appropriate to the sensitivity of the information, including restricting access to authorized individuals and protecting the accounts and systems used to handle it.

No electronic system or transmission method can be guaranteed completely secure. If a privacy incident occurs, we take appropriate steps to contain it, assess the risk, and notify affected individuals and authorities where required by law.

9. Your choices and rights

Subject to applicable law, you may:

- Request access to personal information we hold about you.
- Request correction of inaccurate or incomplete information.
- Withdraw consent to processing that relies on your consent.
- Request deletion where legally available.
- Request eligible computerized personal information in a structured, commonly used technological format.

Withdrawal of consent may affect our ability to fulfil a request or registration. It does not invalidate processing that was already lawfully carried out.

Send privacy requests to the contact below. We may ask for information necessary to verify your identity. We respond within applicable legal deadlines, including the 30-day deadline for access and correction requests where Québec's private-sector privacy law applies.

You may also submit a privacy complaint to us. We will review your concern and communicate our response. You retain the right to contact the [Commission d'accès à l'information du Québec](#).

10. Contact us

Person responsible for the protection of personal information: The secretary of the lodge

Privacy email: secretary@stpaulslodge.com

St. Paul's Lodge No. 374 E.R.

14100 Pierrefonds Boulevard

Montréal, Québec, Canada

[Confirm this address accepts privacy correspondence]

Website: <https://www.stpaulslodge.com>

11. Changes to this policy

We publish updates on this page and revise the effective date. We provide appropriate notice of material changes and seek additional consent when required.