



Personal Identifiable Information (PII) Policy

Revised: 28 April 2022

Georgia DeMolay regularly collects PII via medical release forms. Information is secured in transmission using TLS 1.2 with a certificate issued by a widely trusted certification authority and a strong encryption algorithm. This information is stored in a secured, password-protected area of the web server. The information in these forms is accessible by the Georgia DeMolay website team, executive leadership, administrative staff, and events staff. Account passwords are updated every 180 days. Password creation guidelines are maintained by the website staff in accordance with current industry standard. Password access is reviewed and updated annually.

The PII of active DeMolay remains in storage until they majority out of active status. The PII of non-DeMolay youth remains on file until they reach age 18. Forms containing adult PII are reviewed annually, and obsolete forms are disposed of by the website team.

Georgia DeMolay recommends that chapters create and maintain a written privacy policy.