

Newcastle Reform Synagogue (NRS)

The Croft, off Kenton Road, Gosforth, Newcastle upon Tyne, England NE3 4RF

Email: info@newcastlereformsynagogue.co.uk

Website: www.newcastlereformsynagogue.co.uk

Registered Charity Number: 246816



PRIVACY POLICY

(Approved by Council 06-04-2022)

Introduction

We take the privacy of your personal information very seriously and take reasonable care to comply with the requirements of the General Data Protection Regulation (the “Act”) relating to the personal information you supply to be a member of Newcastle Reform Synagogue (NRS), and on the website.

For the purpose of the Act, the data controller is Newcastle Reform Synagogue, whose head office is above.

Your Personal Data and How it is Used at NRS

The information we gather (‘Information’) may include your name, address, email address, birthdate, family relationships and any other personal information you submit to NRS. This includes information about children under the age of 18 which we need to hold to deliver the objects of NRS, e.g. the advancement of Judaism through educational and youth activities.

By becoming a member (in this document, ‘member’ includes ‘friend’) of NRS you consent to the collection and use of any personal information in the manner described. When subscriptions are renewed, re-consent will be sought to ensure compliance with the General Data Protection Regulation that applies from 25th May 2018.

As part of your membership you will be on our mailing list and we will send you (by post or electronic means) news and other information about the synagogue and related community events.

We use the Information we collect from you to keep you informed about events and activities, which we believe will be of interest to you. Should you not wish to receive this information you can opt out by informing us at info@newcastlereformsynagogue.co.uk

As part of your membership we use the Information to draw up and circulate lists of names towards fulfilment of the key objects of NRS to practise and develop Judaism, e.g. wardens list for yahrzeit purposes and to promote the safety of members, e.g. the security rota. Should you wish for your name not to be disclosed on these lists, please contact us at info@newcastlereformsynagogue.co.uk

Sharing of Data with Other Organisations

As NRS is a member congregation of the Movement for Reform Judaism (MRJ), we share your data with MRJ for the purposes of demographic and statistical information, as well as to ensure that you are aware of their youth and key events and news. You have the right to opt out by informing us at info@newcastlereformsynagogue.co.uk

In respect of fees you pay to the Joint Jewish Burial Society, your membership information is shared with them to allow them to carry out their official duties.

We may from time to time offer you the opportunity to sign up to a mailing list and/or additional newsletter, to participate in a survey or a competition and to receive information by email about third parties' products and services or any other products and services which we provide. You may opt out by notifying us at info@newcastlereformsynagogue.co.uk

We will not sell, distribute or disclose your Information further without your consent, or unless required or permitted to do so, by law including sensitive personal information that is held by NRS.

Updating your Information and Retention

If any of your information is inaccurate or if it changes, please notify us at info@newcastlereformsynagogue.co.uk

We will retain personal information for the legally required period, e.g. 7 years for Charity Commission requirements and HM Revenue and Customs (HMRC) and otherwise only whilst it serves to support your membership of NRS.

On termination of membership or on a member's death, the information will be retained in perpetuity for demographic and statistical purposes, such as being able to provide evidence of Jewish status for family members on request, should the need occur. In the case of a member's death, their name may be retained in perpetuity as part of our yahrzeit list.

Access to personal data

You have the right to:

- Obtain confirmation that your data is being processed
- Request access to your personal data and to information corresponding to that in this privacy notice
- Request that your data is deleted from our electronic or paper records, in accordance with Data Protection Regulations in force at that time.

The information will be provided free of charge except where excessive, repeated or duplicate requests are made. In such a case a fee to cover the costs of administration will be made.

The information will generally be provided electronically within one month of the request. Should an extension of up to two months be required we will inform you of the reason.

Internet, Cookies and Data Storage

The NRS website uses a security system that protects your information from unauthorised use. However, as no data transmissions over the Internet can be guaranteed to be 100% secure, we cannot take responsibility for any unauthorised access or loss of personal information that is beyond our control, e.g. whilst in transit. Any data you send is at your own risk. Please remember that other methods of Internet communication, such as emails and messages sent via a website, are not secure, unless they are encrypted.

We may provide links to other websites. Before you supply any personal information to any other website, we recommend that you check the website's Privacy Policy. We do not accept responsibility for the protection of any data supplied to other sites.

We have security features in place to keep your data secure once we receive it.

We may use cookies to give you a better experience and to monitor how you are using the website, as this will help us make improvements for the future. You may refuse to accept cookies

by activating the setting on your browser which allows you to refuse the setting of cookies, but if you do so, parts of the website may not work correctly.

For more information and to find out more about cookies and Google Analytics read information and advice for members of the public regarding EU Cookie Laws on the UK Government's Information Commissioner's Office website.

Complaints about a Data Breach

When we receive a complaint from a person we make up a file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint. The complaint will be allocated to a member of NRS Council and/or another designated person to investigate.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We usually have to disclose the complainant's identity to whoever the complaint is about. This is inevitable where, for example, the accuracy of a person's record is in dispute. If a complainant doesn't want information identifying them to be disclosed, we will try to respect that. However, it may not be possible to handle a complaint on an anonymous basis.

We will keep information (including personal information) relating to a complaint for two years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Data Breach

In case of a personal data breach that is likely to result in a risk to people's rights and freedoms, NRS will adhere to the mandatory regulation to report it to the Information Commissioner's Office (ICO) within 72 hours.

High risk situations would be where there is the potential of people suffering significant detrimental effect such as discrimination, damage to reputation, financial loss, or any other significant economic or social disadvantage. We will need to notify the relevant supervisory authority about a loss of personal details where the breach leaves individuals open to identity theft.

A breach notification must contain the nature of the personal data breach including, where possible:

- The categories and approximate number of individuals concerned
- The categories and approximate number of personal data records concerned
- The name and contact details of the data protection officer (if your organisation has one) or other contact point where more information can be obtained
- A description of the likely consequences of the personal data breach
- A description of the measures taken, or proposed to be taken, to deal with the personal data breach and, where appropriate, of the measures taken to mitigate any possible adverse effects.

Changes to Privacy Policy

Our Privacy Policy may change from time to time. In this case, the amended version will be published on the NRS website.

Further information can be found on the ICO's website or through the link:

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>