



Edgware & Hendon  
Reform Synagogue  
ק"ק לדור ודור

## Data Privacy Notice

Revision: 9 May 2018

Approved by EHR Council: 14 May 2018

118 Stonegrove, Edgware, Middlesex HA8 8AB

Telephone: 020 8238 1000

Email: [admin@ehrs.uk](mailto:admin@ehrs.uk) Web: [www.ehrs.uk](http://www.ehrs.uk)

Charity:1172458 Company:10622971

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

Edgware & Hendon Reform Synagogue [EHRS] is the data controller located at the registered address in (9) below. This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

EHRS complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide services for the benefit of the public in a particular geographical area as specified in the Bye Laws of Edgware & Hendon Reform Synagogue and its Vision Statement;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To maintain our accounts specifically in respect of our Nagila pre-school, Children's and Adults Education Services and Youth Centre activities
- To inform you of news, events, activities and services running at EHRS;

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about membership benefits, news, events, activities and services and process your gift aid donations and keep you informed about synagogue and wider community events.
- Processing in respect of collection of membership subscriptions, funeral expenses scheme and funds to maintain the upkeep and services of the synagogue.
- Processing is necessary for carrying out obligations under employment, HMRC or social protection law, or a collective agreement;
- Processing is carried out by EHRS as a not-for-profit body with a philosophical, religious, welfare, pastoral or social aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the synagogue in order to carry out a service to other synagogue members or for purposes connected with the synagogue.

We will only share your data with third parties outside of the community or those defined as for legal processing of your data (as above) with your consent. We will share your data with

- the Jewish Joint Burial Society [JJBS] in order to provide a funeral expenses scheme for our members.
- the Local Authority, in respect of achieving funding for our Nagila Pre-school on your behalf
- the Movement for Reform Judaism [MRJ], with your consent, so they can keep you informed about news in the community and events, activities and services that will be occurring in the wider community and in which you may be interested.
- government departments or their representative organisation as legally required. (eg. HMRC, Ofsted)

## 6. How long do we keep your personal data<sup>1</sup>?

We retain personal data while it is still current; financial and associated paperwork for up to 6 years after the calendar year to which they relate or as otherwise may be required; children's information where defined by Ofsted and relevant; synagogue registers (b'nei-mitvah, marriages, funerals and burial details, memorials or other relevant religious information or life-cycle events) permanently.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which EHRS holds about you;
  - The right to request that EHRS corrects any personal data if it is found to be inaccurate or out of date;
  - The right to request your personal data is erased where it is no longer necessary nor legally required for the EHRS to retain such data;
  - The right to withdraw your consent to the processing at any time
  - The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
  - The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
  - The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
  - The right to lodge a complaint with the Information Commissioners Office.
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## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Community Director of Edgware & Hendon Reform Synagogue.

The contact details of EHR5 are: Edgware & Hendon Reform Synagogue, 118 Stonegrove, Edgware HA8 8AB. Telephone 020 8238 1000 Email: [admin@ehrs.uk](mailto:admin@ehrs.uk) Charity registration: 1172458 Company registration:10622971

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.