

Data Privacy Notice

Machzike Hadath Synagogue

1-4 Highfield Road, London NW11 9LU

Registered Charity Number: 289999

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?

Machzike Hadath Synagogue is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Machzike Hadath Synagogue 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 administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Machzike Hadath;
- To manage our employees and volunteers.

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

- Explicit consent to use the data we hold in order that we can keep you informed about news, events, activities and services and keep you informed about shul events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- 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.
- Employee payroll information.

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 for purposes connected with the synagogue. We would only share your data with third parties outside of the organisation with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the ICO.

Specifically, we retain membership details while they are still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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 Machzike Hadath Synagogue holds about you;
- The right to request that Machzike Hadath Synagogue 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 for Machzike Hadath Synagogue to retain such data;
- The right to withdraw your consent to the processing and storage at any time;
- The right, where to object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

- The right to lodge a complaint with the Information Commissioners Office.

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 Machzike Hadath Synagogue Data Administrator via secretary@machzikehadath.com.

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. More information is available at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>