



Yeshurun Hebrew Congregation
 Coniston Road, Gatley,
 Cheadle, Cheshire. SK8 4AP
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Privacy Notice – how we use your information

1: Name of Organisation: Yeshurun Hebrew Congregation – Cheadle

2: Name of Contact: Moishe Pawlowski

3: Address: Coniston Rd, Gatley, Cheadle, SK8 4AP

4: Your Personal Data – What is it?

Personal data relates to a living individual who can be identified from that data. Data for example can be a name, photograph, email address, bank details, medical information, or a computer IP address. Identification can be by the data 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 (GDPR).

5: How do we process your personal data & what do we collect?

Yeshurun Hebrew Congregation – Cheadle complies with its obligations as a data controller under the GDPR by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ensuring that appropriate technical measures are in place to protect personal data.

When a person wishes to become a member of the Yeshurun Hebrew Congregation we collect the following personal details:-

- Name,
- address,
- date of birth,
- telephone number
- email address,
- date of marriage (if applicable),
- names of children (if applicable).

This information is then transferred onto the Congregation List (the list). The information is used purely for Synagogue administration purposes which includes invoicing and sending correspondence. We do not collect any other information about them.

6: Why Do We Process Your Personal Data

We need to collect this data above from you in order to communicate pertinent information to you about the activities of the Congregation and to ensure that you are kept up to date with current activities.

7: What is the Lawful Basis for the Processing of your data

Organisations must identify the lawful basis for processing data, document it in their privacy notice and explain it.

- Most processing is necessary for our legitimate interests
- We also process data to enable us to meet our legal, contractual and statutory obligations. Examples would be to operate our payroll function or to undertake disclosure and barring checks or to process your gift aid donations;
- We can process information about your religious beliefs where that processing relates 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
- In all other instances your explicit consent will be obtained.

The Yeshurun Hebrew Congregation – Cheadle process data on the basis of Consent from the individual which is why all new members must complete the consent to process form.

In addition, in respect to information collected in the membership application pack, (classified as 'special category data') we have identified the following condition for processing. The processing of such data is 'carried out in the course of legitimate activities with appropriate safeguards on the condition that the processing relates solely to the members or to former members of the congregation or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that congregation without the consent of the data subjects.

8: Third-party use of information

We do not disclose the list to any 3rd parties.

9: International transfers

We do not transfer the list overseas

10: Security

The master list is kept securely locked in the office and is only used occasionally by the following committees:

- Bar/Bat Mitzvah
- Board – Shul
- Board of Deputies
- Book Club
- Bridge Club
- Burial Society
- Chairman
- Charity Committee
- Cheadle Village
- Children Services
- Chevra Kadisha
- Coffee & Bagel
- Council – Shul
- ES Rabinowitz

- Events Committee
- Fly the Flag for Israel
- Gentlemens Discussion Group
- Jewish History Discussion Group
- Jewish Rep Council
- Liaison
- Publicity
- Rabbi & Rebbetzen
- Security
- SEED
- The Guild
- Wardens
- Women in Judaism
- Youth Activities
- 5th Gatley Brownies

Members of the committees are the only individuals with access to the master list. Committee leaders can with the permission of the Data Protection Officer, transfer data onto external computer systems for communication purposes specific to their committee communications. All committee leaders must adhere to the security protocols set out in the Synagogue's data protection policy.

11: Your rights

Unless subject to certain exemptions 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 we hold about you;
- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time, which you can easily do by email, in writing or by telephone using the contact details below;
- The right to data portability which is to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller;
- 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);
- The right to lodge a complaint with the Information Commissioner's Office.

12: How long do we keep your data?

Data on individual members of the congregation are only kept for the duration of their membership. Once an individual leaves the congregation their personal details are deleted.

13: Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

14: CCTV

Yeshurun Hebrew Congregation employs the use of CCTV to provide an increased level of security for members. The CCTV system is employed under a strict code of practice in line with the General Data Protection Regulations.

15: Contact Details

To exercise all relevant rights and make queries or complaints please in the first instance contact the Data Protection Officer at:

Address: FAO The Data Protection Officer, Yeshurun Hebrew Congregation, Coniston Rd, Gatley, Cheadle SK8 4AP

Phone: 0161 428 8242

Email: office@yeshurun.org.uk