



Yeshurun Hebrew Congregation
 Coniston Road, Gatley,
 Cheadle, Cheshire. SK8 4AP
 Tel: 0161 428 8242 Fax: 0161 491 5265
 Email office@yeshurun.org.uk
 Web www.yeshurun.org.uk

Privacy Notice – how we use your information

Our contact details

Name of Organisation: Yeshurun Hebrew Congregation

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

Phone number: 0161 428 8242

Email: office@yeshurun.org.uk

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 Data Protection Act 2018 and the General Data Protection Regulation (GDPR) as it applies in the UK, referred to as DPA 2018.

Yeshurun Hebrew Congregation complies with its obligations as a data controller 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.

The type of personal information we collect

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).
- religious affiliation, activities and special interests
- financial information on subscriptions and donations

Employee recruitment and employment data is also collected

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Synagogue administration purposes
- Membership records
- Subscription and donations
- Synagogue social and educational activities
- Community support services
- Employee administration

We use the information that you have given us in order to communicate pertinent information to you about the activities of the Congregation, to ensure that you are kept up to date with current activities and for delivery of festival gift parcels.

We may share this information with committee members and/or synagogue members for delivery purposes.

What is the Lawful Basis for the Processing of your data

- 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

How we store your personal information

Your information is securely stored in electronic format or in hard copy form securely stored in a manual filing system.

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 securely disposed of, unless there is a legal requirement stating otherwise.

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 DPA 2018.

Cookies

The Yeshurun website is for 'information only' and is a static database. We do not store cookies for any tracking or analytics purposes.

Your data protection rights

Unless subject to certain exemptions under the DPA 2018, you have the following rights with respect to your personal data:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at office@yeshurun.org.uk/0161 428 8242/ Yeshurun Hebrew Congregation, Coniston Rd, Gatley, Cheadle SK8 4AP if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Yeshurun Hebrew Congregation, Coniston Rd, Gatley, Cheadle SK8 4AP

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to the Privacy Notice

We regularly review and update this Privacy Notice and will update and modify at our discretion. You are encouraged to revisit the Privacy Notice regularly to read the latest version. This version is dated 19 February 2021.