

# Maidenhead Synagogue Data Privacy Notice



## 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 (known as the GDPR).

## Who are we?

Maidenhead Synagogue is the data controller (contact details below), This means it decides how the personal data that it holds about you is processed and for what purposes.

## How do we process your personal data?

Maidenhead 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 enable us to provide a voluntary service for the benefit of or community
- ✎ To administer membership records;
- ✎ To fundraise and promote the interests of the Synagogue;
- ✎ To manage our employees and volunteers;
- ✎ 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 Maidenhead Synagogue;
- ✎ To share your contact details with the Movement for Progressive Judaism (MPJ) including the youth movement RSV-Netzer and young adult department, Jeneration as well as the Jewish Joint Burial Society (JJBS) so they can keep you informed about news and events, activities and services that will be occurring in the community and in which you may be interested.

In order to help us communicate with you and to store data cost-efficiently, we use various third-party solutions, some of which store the data using cloud-based technologies.

We primarily store your personal data within the UK. However, some of our service providers and data backups may store data outside the UK (such as in the European Economic Area). Whenever we transfer your personal data outside the UK, we ensure it receives a similar degree of protection by ensuring at least one of the following safeguards is implemented:

- ✎ We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the UK Government.

- ✎ Where we use certain service providers, we may use specific contracts approved for use in the UK which give personal data the same protection it has in the UK.

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

The legal basis for processing your personal data is that we have:

- ✎ **Legitimate Interests.** To manage your membership, administer your accounts, and run the community.
- ✎ **Contract.** By joining the community and paying your subscription or by being a paid employee or being a volunteer with defined responsibilities, we have entered into a formal agreement together. The Synagogue must process some of your personal details to maintain the administration of the membership and of our operations.
- ✎ **Legal Obligation.** We are obliged to keep some records with your personal data including tax information from Gift Aid, some historical Health and Safety information or information subject to current litigation.
- ✎ **Explicit Consent.** To send you optional communications and share your details with organisations such as MPJ for specific events or the JJBS for any burial rights you may have. We also rely on your explicit consent for any medical conditions you may have informed us about.

For Special Category Data (which includes your Jewish heritage and medical conditions we may be aware of) we only process the data of members, former members, or those in regular contact with us, and we never share this outside the Synagogue without your explicit consent.

## 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 with your consent (or where we are under a legal obligation to do so).

## How long do we keep your personal data?

We will only keep your personal data for as long as it serves to support your membership of Maidenhead Synagogue.

Once your membership ends (or in the event of a member's death), our default policy is to retain core membership information for six years. However, our Records Retention Schedule identifies specific exceptions to this—for example, we are legally required by HM Revenue and Customs (HMRC) and the Charity Commission to keep financial and Gift Aid records for up to seven years.

For more information, please ask to see our data retention schedule.

After these periods, your data will be securely destroyed. Alternatively, the data may be fully anonymised for statistical or demographic monitoring. You can request that we delete all or some of your personal data earlier than this, and we will do so where legislation permits.

## 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 Maidenhead Synagogue holds about you;
- ✎ The right to request that Maidenhead 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 Maidenhead Synagogue to retain such data;
- ✎ The right to withdraw your consent to the processing at any time (note this may lead to a situation where you are no longer able to be a member of the community)
- ✎ 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);
- ✎ 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 lodge a complaint with the Information Commissioner's Office if you are unhappy with the response to any request made to the Synagogue about the use of your personal data.

## Further processing

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

## Cookies

Our website uses cookies. Cookies are very small software programmes that sit on your browser and improve the speed with which information can appear on your screen and may provide us with information as to how users use our online services. If you do not wish to receive cookies, you can block them on your browser.

We only use the 'strictly necessary cookies'. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website

## Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Administrator at Grenfell Lodge, Ray Park Road, Maidenhead SL68QX. Tel. +44 1628 673012.

If you are dissatisfied with how we have dealt with an issue, you can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/kiobal/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## Review

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