

# DATA PRIVACY NOTICE

## Sheffield and District Reform Jewish Congregation (SDRJC)

### 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 (GDPR).

### 2. Who are we?

Sheffield and District Reform Jewish Congregation (SDRJC) is a Reform Synagogue and community based in the Sheffield area providing Jewish religious, cultural, social and educational activities for its members and friends. SDRJC is also a Data Controller under the GDPR (contact details below). This means it decides how your personal data is processed and for what purposes. SDRJC does not have a Data Protection Officer. *See Section 9 below for our contact details.*

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

SDRJC complies with all 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 and other contact details
- To enable our Committee, employee(s) and volunteers to plan and organise the activities of the community
- To support the pastoral and welfare needs of our community
- To maintain our accounts, investments and financial records
- To process membership subscriptions, Gift Aid returns, JJBS (Joint Jewish Burial Society – the burial insurance scheme that SDRJC is affiliated to), appeals and other payments
- To fundraise for SDRJC and other charities that we support
- To publicise and promote the interests of SDRJC
- To inform you of news, appeals, events, activities and services run by SDRJC, and other activities and appeals of that may be of interest to you
- To share the details of our members with JJBS and other synagogues (when members join or leave) where this is necessary to administer the burial scheme
- To share your email address with the Movement for Reform Judaism (MRJ) so that they can keep you informed about news, appeals, events, activities and services that are planned by MRJ, Leo Baeck College and related organisations

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

- Your explicit consent that we may keep you informed about news, appeals, events, activities and services, and can process your subscription, Gift Aid donations, JJBS and other payments
- SDRJC will not disclose your personal data to a third party without your consent
- Processing is necessary for carrying out our obligations under employment, social security and social protection law, or a collective agreement
- Processing is carried out directly by SDRJC Committee members and delegated members, volunteers or employees, except where we require professional support

- Processing relates only to employees, members, former members and contacts who have requested to be added to our contacts list SDRJC will store your data securely on computers and secure storage media, or on secure Cloud-based storage facilities. Paper copies will be limited to specific purposes (e.g. when organising an event). Personal data will be destroyed when no longer required.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of SDRJC, our employees and volunteers in order to plan and organise activities, or to send out newsletters and communications. We will only share your data with MRJ, JJBS or other third parties outside of SDRJC with your consent or where it is necessary to fulfil the legitimate interests of SDRJC and our members, or are required to by a Court or an Official Regulator.

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

We only hold personal data as long as persons are members or friends of our community, or are included on our contacts list (at their own request); or as long as it is required for organisational purposes and to meet our legal requirements.

## 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 SDRJC holds about you
- The right to request that SDRJC corrects any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data is erased when it is no longer necessary for SDRJC to retain such data
- The right to withdraw your consent to various forms of communication and to the processing of your data at any time
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable. For example - this might apply to members joining another Synagogue or Jewish organisation
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing
- The right to object to the processing of your personal data
- 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 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.

## 9. Contact Details

To exercise all relevant rights, or to raise any queries or complaints about your personal data, please initially contact the Chair of SDRJC at: [chair@shef-ref.co.uk](mailto:chair@shef-ref.co.uk) - or email: [data@shef-ref.co.uk](mailto:data@shef-ref.co.uk). You can also write to us at: SDRJC (Data Protection), The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

You can contact the **Information Commissioner's Office (ICO)** on 0303 123 1113 - or by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF - or contact them by email using their website: <https://ico.org.uk/global/contact-us/email/>