



# North Hendon Synagogue

Holders Hill Road London NW4 1NA

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## DATA PRIVACY NOTICE<sup>1</sup>

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 2. Who are we?

North Hendon Synagogue (NHS) of Holders Hill Road, London NW4 1NA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The NHS complies with its obligations under the GDPR by keeping personal data up to date (subject to the data subjects providing us with the necessary information and updates thereto); by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from misuse, unauthorised access and disclosure.

We use your personal data for the following purposes: -

- To enable the NHS to provide the facilities of an efficiently functioning synagogue to the membership and others (including former members and those who have asked to be associated with the synagogue);
- To administer membership records;
- To promote the interests of the NHS, including fundraising;
- To manage our employees;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform the membership and friends of NHS of matters relating to the synagogue, its members, services and events, and to matters of (religious) communal interest or need;
- To inform the membership and friends of NHS of home events such as synagogue shiurim, simchas and (chas ve’shalom) shivas.

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<sup>1</sup> Version 1.1 of 3 June '18.

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

The following overviews the lawful basis for processing the data held by the NHS:

Nature of Data	Lawful Basis	Justification
1. Email addresses on NHS mailing lists	Consent. (GDPR, Article 6(a))	People on the mailing list applied to join the list.
2. Gift Aid forms; Payroll matters (e.g. tax, NI)	Legal obligation. (GDPR, Article 6(c))	These are legal requirements.
3. All other synagogue data (e.g. membership database; yahrzeit database; aliyoh records and call-up names, etc)	Legitimate interests (GDPR, Article 6(f))	This information is needed for the smooth running of the NHS.
4. Tzedokkoh Fund matters	Legitimate interests (GDPR, Article 6(f))	The Tzedokkoh Fund is run in a highly discrete and confidential manner to help those in need of assistance. Without this data, the fund could not help the individuals concerned.

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the NHS in order to carry out a service to other NHS members and friends (i.e. for “synagogue business”). Subject to the following two paragraphs, we will only share your data with third parties with your consent.

For those who have requested to be members of the Adass Yisroel Burial Society (AYBS), your relevant data is passed to the said Burial Society (a request to be or remain a member of the AYBS will be taken as consent to share the relevant data with the AYBS).

In the case of members, we may, upon request, make mailing addresses available to other members, in a controlled manner, for the purposes of issuing “simcha” invitations.

#### 6. How long do we keep your personal data?

In the event that a member formally resigns from the NHS in writing, his or her membership details and account will be removed from the membership database, Yahrzeit database and accounting system respectively, by the end of the calendar year following the sixth anniversary of receipt of such written notice of resignation.

Gift aid declarations and associated paperwork will be destroyed within a reasonable period following receipt of a request to do so from the data subject concerned. Such reasonable period shall take account of any regulatory or legal “record retention” requirements.

Details recording events that occurred at the NHS and of those officiating or honoured, will be retained indefinitely (e.g. bar mitzvahs, marriages, funerals, shiurim, aliyos, officiants at services, etc) as they form part of the NHS’s history.

## **7. Your rights and your personal data**

Subject to certain conditions and limitations set out under the GDPR, you have the following rights with respect to your personal data: -

- The right to request details of the personal data which NHS holds about you;
- The right to request that NHS 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 where it is no longer necessary for NHS to retain such data (but see Section 6 above);
- The right to withdraw your consent to the processing at any time;
- 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 Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a materially 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, queries of complaints please in the first instance contact the Secretary, North Hendon Synagogue, c/o 31 Holders Hill Crescent, HENDON NW4 1NE.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>.