



The Hatch End Reform Jewish Community

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To all Kol Chai members

Data Privacy Notice

Introduction

Since 25th May, like all organisations in the UK, Kol Chai is required to adopt the new General Data Protection Regulation (GDPR) regarding the data it holds about you, its members. The new regulation builds on the Data Protection Act 1998 (the Act) and requires Kol Chai to inform you, its members, about what data it holds on you and what it will use that data for.

We take the privacy and security of your personal information very seriously and take reasonable care to comply with the requirements of the various laws and regulations relating to the personal information you supply to Kol Chai.

For the purpose of the regulations, the data controller is Kol Chai, whose full name is Kol Chai Hatch End Reform Jewish Community (Kol Chai) and whose registered address is 434 Uxbridge Road, Hatch End, Middx HA5 4RG.

Your personal data

At Kol Chai the information we gather about you, our members, may include the following:

- your name;
- your address;
- a contact telephone number for you;
- an email address for you;
- the date you joined Kol Chai;
- your date of birth;
- the names and birthdates of your children (aged under 21) who are covered under your membership of Kol Chai;
- the date of your marriage (where relevant);
- the name of your previous synagogue, if immediately preceding your membership of Kol Chai; and
- the dates of any *yahrzeit* that you have advised us of.

Some of the data we hold would be designated as special category and as such a Privacy Impact Assessment has been carried out and the necessary risk reduction processes identified.

KOL CHAI HATCH END REFORM JEWISH COMMUNITY

A Constituent of the for Reform Judaism

Registered Charity No. 299063

Rabbi Naomi Goldman

Where does this data come from?

The data we hold on you comes from you. Kol Chai has not acquired information about its members from third party sources, such as other Jewish communities or synagogues. You will have provided this information at various times or occasions, such as when you completed your membership application form, or called the Kol Chai office, or were contacted by a member of Kol Chai on Kol Chai business.

Why do we hold this data?

We collect and hold your personal data for the following purposes:

- to monitor and improve our service to you;
- to contact you with Kol Chai news, newsletters, information about events that are taking place, organised by Kol Chai, or which Kol Chai is supporting – this is a legitimate purpose because the inability to do this would, in effect, render Kol Chai incapable of operating as a community of members;
- to ask you to take part in community activities for which you have volunteered (such as assisting with Kiddush, High Holy Day planning, security rotas) or to invite you to volunteer;
- to meet pastoral and welfare needs;
- to enable the running of our religion school and other educational activities organised for the children of members;
- to invite you to engage in more localised community initiatives; and
- to tell you about fundraising activities that Kol Chai or the Rabbi are promoting.

We may send you emails and hard-copy post about such activities and services, and we may on occasion telephone you. We might also contact you by email, post or phone to discuss the content of these communications with you, for example to ascertain the effectiveness of our communications.

Kol Chai has undertaken a Legitimate Interests Assessment and established that a balanced Legitimate Interest is in place with regard to members, prospective members, users of the various activities and other parties who have demonstrated engagement with the community and with whom therefore Kol Chai has a relationship, so that we may continue to process their data without the further or renewed consent. You can of course alter your preferences or request we stop processing your data at any time by contacting us.

The legal basis for processing your personal data is that we have a legitimate interest in doing so. The legitimate interest is that, as a community, we need to hold a certain amount of personal data relating to our members, so that we can manage membership and communicate with them.

With whom will your personal data be shared?

There are a number of categories of person or persons with whom your personal data may be shared for the purpose of the proper running of Kol Chai.

- Members of the Kol Chai Management Committee and the Honorary Officers of Kol Chai, together with the Rabbi, will have access to your personal data for the purposes of managing the legitimate affairs of Kol Chai.
- Your data may be passed to volunteer members of Kol Chai that are involved in the arrangement or organisation of the Community's activities, such as the security rota, religious services, community social or educational events; and if we do so, we do so on the strict basis that it is only to be used for that limited purpose.
- If you are a member of the Joint Jewish Burial Society burial scheme, we will pass a limited amount of data to the burial society; this will allow them to carry out their official duties.
- We may pass a limited amount of data to Reform Judaism for the purposes of demographic and statistical information, as well as to ensure that you are aware of the movement's youth and other major events; You have the right to opt out of this by informing Kol Chai at admin@kolchai.com or by post to the registered address.
- As part of your membership we will use the Information to draw up and circulate lists of names towards fulfilment of the key objects of Kol Chai to practice and develop Judaism, for example lists for yahrzeit purposes and to promote the safety of Kol Chai members, for example the security rota. Should you wish for your name not to be disclosed on these lists to other members, please contact the data controller, Kol Chai at admin@kolchai.com or by post to the registered address.
- We may pass a limited amount of data to the Head Teachers of Kol Chai's religion school, who receive the data in their capacity as Head Teachers on the strict basis that it is only to be used for the limited purpose of administering the religion school.
- We will not disclose your personal data to anyone else, unless legally required to do so.
- We will undertake a limited amount of profiling of you based on the personal data we have gathered from you in order that information about specific Kol Chai activities may be directed to appropriate people (for example, information about the Religion School). We will also not make decisions about you or your membership based on automated processing of your data.

Where will your data be stored?

In order to help us communicate with you and to store data cost-efficiently, we may use various third-party solutions, some of which store the data using cloud-based technologies. That means that personal data may be stored outside of the UK and European Economic Area.

How long will we retain your data?

Where required by the Charity Commission and by HMRC, we will retain certain information for up to 7 years from the date that you terminate your membership of Kol Chai.

On termination of membership or a member's death, or upon a child reaching the age of 21, personal data will be retained for 2 years for demographic and statistical purposes, or until such time as there remains no purpose to retain your data.

Your rights in respect of your data?

As members of Kol Chai, you have rights in respect of your personal data.

- You have the right to review the data that Kol Chai holds on you and have it amended or corrected. Upon request, your data will be provided to you free of charge except where excessive, repeated or duplicate requests are made. In such a case a fee to cover the costs of administration will be made. If you make an access request, we will ask you to verify your identity. Should an extension of up to two months be required we will inform you of the reason.
- You can request the erasure of any of your data that Kol Chai does not need in order to undertake its legitimate activities
- You have the right to receive your data from Kol Chai in a portable and legible format that will enable you to take that data elsewhere.
- If we are relying on your consent to process data, you may withdraw your consent at any time by notifying us.
- You have the right to complain to the Information Commissioner's Office about the manner in which, or otherwise in respect of, the manner in which we process your personal data.

Data breach

In case of a personal data breach that is likely to result in a risk to people's rights and freedoms, Kol Chai will adhere to the mandatory regulation to report it to the Information Commissioner's Office (ICO) within 72 hours.

We have in place technical and organisational security measures to prevent the loss or unauthorised access of your personal information. However, whilst we have used our best efforts to ensure the security of your data, please be aware that we cannot guarantee the security of information transmitted over the Internet.