



Kol Chai Privacy Notice

Last Updated: October 2026

1. Who We Are

Kol Chai Hatch End Reform Jewish Community (“Kol Chai”) is a UK registered charity (Charity No. 299063) and a not-for-profit religious organisation. We are the **Data Controller** responsible for your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

- **Address:** 434 Uxbridge Road, Hatch End, Pinner, HA5 4RG
- **Email:** honsec@kolchai.org
- **Telephone:** +44 (0)20 8421 5482

2. Our Lawful Bases for Processing

We only process your personal data where we have a valid legal ground to do so:

- **Legitimate Interests (Art. 6(1)(f)):** To administer our synagogue community, provide pastoral care, run educational and social events, maintain site security (including CCTV), and send essential community updates.
- **Contract (Art. 6(1)(b)):** To manage membership subscriptions (including administering your enrolment in the burial society scheme), event bookings, employment contracts, and supplier agreements.
- **Legal Obligation (Art. 6(1)(c)):** To comply with HMRC (Gift Aid and payroll), the Charities Act 2011, safeguarding legislation, and employment law.
- **Vital Interests (Art. 6(1)(d)):** To share emergency medical details with healthcare professionals if you or your child require urgent medical attention at an event.
- **Consent (Art. 6(1)(a)):** For receiving email communications, photography and video recording, and before sharing your contact details with partner organisations. You may withdraw your consent at any time by clicking “unsubscribe” in our emails or contacting us directly at office@kolchai.org.

Special Category Data

Because we are a religious community, data we hold reveals your religious beliefs or health/pastoral needs (“Special Category” data under Article 9 UK GDPR). As a not-for-profit religious body, we lawfully process this data for members, regular attendees, and those in regular contact with us (Article 9(2)(d)), provided we do not disclose it externally without your consent.

Where we share your details with external organisations—such as enrolling participating members into the **Jewish Joint Burial Society (JJBS)** or sharing contact details with partner bodies such as **The Movement for Progressive Judaism** or **Progressive Jewish Students**—we do so with your explicit consent (provided upon joining or subscribing) and to administer your requested membership benefits. Where we process health data for non-members at events or criminal record checks (DBS) for staff and volunteers, we rely on explicit consent, vital interests, or statutory safeguarding obligations under the Data Protection Act 2018. We do not sell or share contact details to any other organisation/company for their marketing purposes.

3. How We Use Your Data by Group

3.1 Members

- **Categories of Data Collected:** Contact details, date of birth, family and Yahrzeit dates, B’nei Mitzvah progress, pastoral and health notes, rota participation, payment and burial scheme records, email engagement metrics (such as open and click rates), and CCTV/photographs.
- **Why We Process It:** Administering membership, lifecycle and pastoral care, burial scheme enrolment, synagogue security, and community communications.
- **External Sharing (Controllers):**
 1. **Jewish Joint Burial Society (JJBS):** For participating members, we share your name, contact details, date of birth, family details, and membership status with the JJBS (<https://www.jjbs.org.uk/>) to administer your burial scheme enrolment and funeral wishes. JJBS acts as an independent Data Controller for this data in accordance with its own privacy policy.
 2. **Community Security Trust (CST):** We share CCTV footage and security incident details with CST and statutory law enforcement where necessary for the security and protection of our community.

3. **Movement for Progressive Judaism (MRJ):** Where you have provided explicit opt-in consent, we share your contact details with MPJ so they can inform you about wider movement events and activities.

- **Retention Period:** Up to 7 years after membership ends. Burial enrolment and wishes are kept until death or transfer to another provider. Dependents' records are kept until age 21 or confirmation of independent membership.

3.2 Youth (<21s)

- **Categories of Data Collected:** Participant and parent/guardian contact details, emergency contacts, date of birth, school, religious affiliation, peer groups, medical and dietary needs, and photo consent (obtained via parents/guardians).
- **Why We Process It:** Safely running youth activities, providing emergency medical care, and updating parents/guardians on future youth events.
- **External Sharing (Controllers):** Event venues and medics/local hospitals (in a medical emergency); Progressive Jewish Students (PJS) (only where explicit opt-in consent has been provided so they can inform participants about student activities).
- **Retention Period:** Event medical data is deleted immediately post-event. Welfare notes are kept for 3 years after the most recent event attended. Contact details are kept until age 21 or until you opt out.

3.3 Non-Members and Subscribers

- **Categories of Data Collected:** Contact details, date of birth (if under 21), event dietary and accessibility needs, photo consent, and email engagement metrics.
- **Why We Process It:** Managing event registrations, catering and accessibility arrangements, and sending subscribed newsletters (Koleinu, Diary, and weekly emails).
- **External Sharing (Controllers):** Event organisers (limited to name, dietary, and accessibility needs only).
- **Retention Period:** Health and dietary data are deleted immediately post-event. Contact details are kept for up to 3 years after your last interaction, or until you unsubscribe.

3.4 Donors and Legacies

- **Categories of Data Collected:** Contact details, payment and banking details, Gift Aid declarations, identity verification (for major gifts under the Charities Act 2016), and next-of-kin details (for legacies).
- **Why We Process It:** Processing donations, claiming Gift Aid, conducting statutory charity risk checks, and legacy administration.
- **External Sharing (Controllers):** HMRC (for Gift Aid claims).
- **Retention Period:** 6 years from the end of the financial year of the last donation (or final payment under an enduring Gift Aid declaration).

3.5 Staff, Volunteers and Applicants

- **Categories of Data Collected:** Contact and emergency details, home address, dob, CVs, employment records, payroll and bank details, health records, Right to Work documents, and criminal record (DBS) checks.
- **Why We Process It:** Recruitment, HR administration, payroll, legal compliance, and safeguarding.
- **External Sharing (Controllers):** HMRC, pension and insurance providers, and the Disclosure and Barring Service (DBS).
- **Retention Period:** Unsuccessful applicants: 6 months. Staff records: 7 years post-employment (Right to Work copies are kept for 2 years post-employment; bank details are deleted upon leaving).

3.6 Suppliers

- **Categories of Data Collected:** Contact and banking details.
- **Why We Process It:** Settling invoices and maintaining statutory charity accounting records.
- **External Sharing (Controllers):** External independent examiners/auditors and banking providers.
- **Retention Period:** 6 years from the end of the relevant financial year (in accordance with the Charities Act 2011 and HMRC rules).

- *(Note: When you unsubscribe from emails, we retain a minimal “suppression” record of your email address to ensure we do not accidentally message you again.)*

4. Data Processors and International Transfers

We use trusted third-party service providers (“Data Processors”) to host our database, manage emails, process online event bookings, and take PCI-DSS compliant card payments. We may also use a secure mailing house provider to distribute physical newsletters or mailings to which you are subscribed. These providers only process your data under our strict contractual instructions and cannot use it for their own purposes.

Your digital data is stored in the UK, the European Economic Area (EEA), or the United States. Where data is transferred to the US, we ensure our processors are certified under the **UK Extension to the EU-US Data Privacy Framework (the UK-US Data Bridge)** or have signed the UK International Data Transfer Addendum (IDTA) to guarantee UK-equivalent data protection.

5. Your Data Protection Rights

Under UK GDPR, you have the right to:

- **Access** a copy of the personal data we hold about you.
- **Rectify** inaccurate or incomplete personal data.
- **Erase** your personal data (in certain circumstances, subject to statutory retention rules).
- **Restrict** or **Object** to processing carried out under legitimate interests or for direct marketing.
- **Data Portability** (to receive data you provided under contract or consent in a machine-readable format).

To exercise your rights, or to raise a concern, please contact the **Office Manager** in the first instance, or escalate to the **Honorary Secretary** (honsec@kolchai.org).

If you remain dissatisfied, you have the right to complain to the **Information Commissioner’s Office (ICO)**:

- **Website:** <https://ico.org.uk>
- **Telephone:** 0303 123 1113

6. Changes to this notice

We keep this Privacy Notice under regular review. Minor updates will be published on our website, and we will notify members by email of any significant changes.