



# DAVID ISHAG SYNAGOGUE

## THE NEVEH SHALOM SEPHARDI COMMUNITY

### **PRIVACY POLICY OF THE DAVID ISHAG SYNAGOGUE, NEVEH SHALOM COMMUNITY**

At THE DAVID ISHAG SYNAGOGUE we value our members and supporters and we take your privacy very seriously, treating any information you give to us with care. We endeavour to ensure any personal information you provide to us is protected using secure systems and complies with relevant data protection legislation. This Policy explains how we may collect and use your personal information.

#### **ABOUT US**

THE DAVID ISHAG SYNAGOGUE is a place of worship for Orthodox Jews and provides prayer services and other events and activities for its members. We are funded through membership fees and donations from members and supporters. THE DAVID ISHAG SYNAGOGUE is a registered charity (registration number 260863). Our registered address is: 352-354 Preston Road, Harrow, Middlesex HA3 0QJ.

#### **PERSONAL INFORMATION WE COLLECT**

We collect your personal information from information you provide to us, usually from the details you provide to us on your membership form when you apply to become a member or any updated information you provide to us subsequently.

The personal information we collect may include details such as your name, address, phone numbers, email address, date of birth and names and dates of birth of your children.

#### **OUR LAWFUL BASES FOR PROCESSING PERSONAL DATA**

We rely on the following lawful bases for processing your personal information (as per Article 6 of the EU General Data Protection Regulation):

- Where you have provided your consent
- Where we are relying on the charity's legitimate interests which we have balanced with your privacy rights.

#### **HOW WE MAY USE YOUR PERSONAL INFORMATION**

We use the personal information you give us, where relevant, for:

- Providing you with details of our services, upcoming events and activities
- Facilitating your attendance at our events
- Circulating newsletters
- Administrative purposes e.g. annual membership, reminder of donation pledges



## DAVID ISHAG SYNAGOGUE THE NEVEH SHALOM SEPHARDI COMMUNITY

You can always stop such communications by contacting the charity Secretary. We may occasionally send you postal communications where we have your postal address. To do this we rely on our legitimate interests which we have balanced with your privacy. We do not believe this type of occasional communication would be intrusive and you can always let us know if you would prefer not to receive them. We will always uphold your right to object to such communications by post or email. To do so, please contact our Secretary by email: [info@nevehshalom.com](mailto:info@nevehshalom.com)

### **WHERE PERSONAL INFORMATION IS STORED**

Management at DAVID ISHAG SYNAGOGUE holding this data have appropriate security systems and processes in place to limit the risk that the personal information you provide us is accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Your information may be transferred to one of our reputable cloud-based service providers who may store and process this information outside the European Economic Area (EEA). We take all reasonable steps to ensure your data is handled securely. We will only disclose your personal information to another party if required to by law.

### **HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION**

We retain your personal information while you remain a member of the charity and thereafter for as long as necessary to satisfy any contractual, legal, accounting, or reporting requirements.

### **YOUR RIGHTS TO ACCESS, RECTIFY OR DELETE PERSONAL INFORMATION**

Under the EU General Data Protection Regulation, you have specific rights, which THE DAVID ISHAG SYNAGOGUE will uphold should you request. You can request any of the following by emailing us at: [info@nevehshalom.com](mailto:info@nevehshalom.com) or writing to us at: The Secretary, 352-354 Preston Road, Harrow, Middlesex HA3 0QJ.

You have the right to request a copy of the personal information we hold about you. This is known as a Subject Access Request. We may request proof of your identity, this is to ensure we do not pass personal information to anyone other than the person making the request about himself/herself. We will aim to respond to such a request as soon as possible, but no later than one month after receipt. If you believe any of the information we may hold is out of date or incorrect, we will rectify this. We will respect any request for personal information to be deleted. If you wish to complain about the manner in which we have handled your personal data, you have the right to complain to a statutory authority. In the UK, this would be the Information Commissioner's Office. We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.



**DAVID ISHAG SYNAGOGUE**  
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**WEB BROWSING AND COOKIES**

A cookie is a small file which asks permission to be placed on your computer's hard drive. We do not use cookies and we do not monitor, analyse or record web traffic to our website.

**LINKS TO EXTERNAL SITES**

Our website may contain links to other external sites. We are not responsible for the content of these websites. Any information you provide on these sites will be subject to the privacy policies of those sites.

**CHANGES TO OUR PRIVACY POLICY**

From time to time we may make changes to this policy. We will always indicate the date the latest policy was published. If any significant changes are made to how we use your personal information we will endeavour to notify you. If you have any questions about this policy and personal data we may hold relating to you please get in touch by emailing us at: [info@nevehshalom.com](mailto:info@nevehshalom.com)

This policy was updated: 05/2018