

# BETH SHMUEL SYNAGOGUE LIMITED

## Data Protection, Privacy and Communications Policy

Registered Charity number: 251044  
171 Golders Green Rd London NW11 9BY  
info@beisshmuel.org

### **Rabbi: Rabbi Moishe Halpern**

We are a registered Charity, and our registration number is 251044 in England and Wales. Our main correspondence address is: **171 Golders Green Rd London NW11 9BY.**

The Charity takes the privacy of our beneficiaries, supporters and volunteers very seriously.

At the Charity we are strongly committed to protecting your privacy and every reasonable effort is taken to ensure that your information is kept secure and intact.

This policy describes how the Charity collects and uses personal information about the people who give us their data via email, online application forms, over the phone, face- to- face and in writing.

This policy also states how and why we use data, how we store it and how individual personal preferences can be amended.

The terms of this policy may change, so please check it from time to time. This version published on 30 August 2024, supersedes all previous versions.

If you have any queries about this policy, please contact us at:

BETH SHMUEL SYNAGOGUE LIMITED  
171 Golders Green Rd London NW11 9BY  
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### **Privacy Statement**

In the UK, the Data Protection Act 2018 and the UK GDPR provide the legal framework that defines how personal information can be used. The Charity is fully committed to complying with the principles set out in the data protection legislation and has a legal duty to protect any information we collect from you.

Please read this privacy policy to understand how we use your data.

In summary:

- Only information that we need is collected.
- Your personal information is only used for the purpose for which we collect it.
- Your personal information is only seen by those who need it to do their jobs.
- We will only disclose data when we have your consent, or where we are obliged to

disclose personal data by law, or as expressly permitted under the GDPR (through contract; legal obligation, vital interests; public task; or legitimate interests).

- We will keep your information up to date. Inaccurate or misleading data will be corrected as soon as possible.
- Personal information is retained only for as long as it is required for the purpose collected; normally, this will be for a maximum of 6 years if we do not hear from you during this time. Unless there is a legal requirement to do otherwise, at the six year point, we will take steps to remove your information from our records.
- Your information will be protected from unauthorised or accidental disclosure and processed in an appropriate manner to maintain its integrity and confidentiality.
- We will provide you with a copy of your personal information on request (please see below for information on access rights and requests).

These principles apply whether we hold your information on paper or in electronic form.

### **How do we collect information?**

If you provide services to the Charity, we will collect information in line with your contract for services.

We obtain personal information from you when you enquire about our activities such as fundraising or when you send us an email or make a donation or otherwise provide us with personal information.

We will only ever collect the information that we need, including data that will be useful to help improve our services. The information is either needed to fulfil your request or to enable us to provide you with a more personalised service.

### **What information do we collect?**

The personal information we collect might include name, date of birth, email address, postal address, telephone number and credit/debit card details.

We collect special categories of personal data only if we are permitted to do so by data protection law, and we have additional measures in place to protect this data.

### **Why do we collect this information?**

We collect this information for the purpose of promoting the aims of the Charity and communicating effectively and appropriately with our supporters and providing support to our beneficiaries. The lawful basis for which we process your information is:

- your consent.
- processing is necessary for the performance of a contract to which you are a party. If you fail to provide this information, we may be unable to perform the contract.
- processing is necessary for compliance with our legal obligations, for example to comply with our obligations as an employer to disclose employee salary details to HMRC.
- processing is necessary to protect your interests or that of another person.
- processing is necessary for the performance of a task carried out in the public interest.
- processing is necessary for the purpose of the legitimate interest pursued by us or a third

party, except where your rights as a data subject override our legitimate interest. The legitimate interest we rely upon is subject to an assessment based on the specific context and circumstances, but may include updating members about events and the Charity's activities.

### **How do we use this information?**

We will use the information you provide in the ways set out below:

- promote the aims of the Charity;
- to provide and personalise our services to beneficiaries;
- to communicate with our supporters, dealing with your enquiries and requests, recording any contact with you;
- to provide you with information that you have indicated an interest in, for example information about our campaigns, volunteering, fundraising and how you can donate to us;
- to claim Gift Aid on your donations;
- for administrative purposes.

### **Do we share your information with anybody else?**

We may share your personal information with members of the Charity for the purpose of sending out invitations for family celebrations or events. In such cases information is only shared for the purpose of providing services on our behalf relating to communications, or agreements between yourself and the Charity. Such processing is conducted under relevant Data Processing Agreements.

We also may need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation.

We do not sell personal details to other charities or other third parties.

### **Storing and protecting your information**

We recognise the concerns that many people have about giving personal information online.

We place great importance on the security of all personally identifiable information associated with our beneficiaries, supporters, staff and volunteers. We have security measures in place to protect against the loss, misuse and alteration or destruction of personal data under our control. Information is stored by us on computers located in the UK. We may also store information on paper files.

We will keep your information only for as long as we need it to provide you with the services or information you have required, to administer your relationship with us, to comply with the law and tax accounting rules, or to ensure that we do not communicate with people who have asked us not to. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of a legal claim connected to our relationship with you.

Details of retention periods for different aspects of your personal data are set out in our data retention policy. When your information is no longer required, we will always dispose of it securely, in accordance with our data retention policy.

### **Your Rights**

You have a right to object to the Charity processing your personal information ('right to object') at any

time where we rely on our legitimate interests for doing so. Such a request must be sent to the Data Protection Officer at the above address.

You also have a right to object to our processing your data for the purposes of marketing. The Charity always acts upon your choices around what type of communications you want to receive and how you want to receive them. You have a choice about whether you want to receive information about the Charity's work and fundraising and trading activities. We make it easy for you to tell us how you want us to communicate, in a way that suits you. We will not use your personal information for marketing purposes if you have indicated that you do not wish to be contacted. You can change your marketing preferences for what you receive from us and how, at any time, by contacting the Charity.

You have a right to ask us to confirm whether we are processing information about you, and to request access to this information ('right of access'). We will ask you for proof of your identity before we can act upon your request. To obtain a copy of the personal information we hold about you, please write to us or submit your form to the Charity.

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate or complete information which is incomplete ('right to rectification'). If you inform us that your personal data is inaccurate, we will inform relevant third parties with whom we have shared your data so they may update their own records. If your personal details change, please help us to keep your information up to date by notifying us.

You have a right to obtain your personal data from us and reuse it for your own purposes, perhaps for another service, without hindering the usability of the data ('right of portability'). This right does not apply where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

You have a right to seek the erasure of your data (often referred to as the 'right to be forgotten'). You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding or processing your personal data you may withdraw your consent. You should note that we are entitled to and reserve the right to retain your data for statistical purposes. This right is not absolute, as we may need to continue processing this information, for example, to comply with our legal obligations, or for reasons of public interest:

- you contest its accuracy, and we need to verify whether it is accurate
- the processing is unlawful, and you ask us to restrict use of it instead of erasing it
- we no longer need the information for the purpose of processing, but you need it to establish or defend legal claims
- you have objected to processing of your information being necessary for the performance of a task carried out in the public interest, or for the purposes of our legitimate interests. The restriction would apply while we carry out a balancing act between your rights and our legitimate interests.
- you exercise your right to restrict processing, we would still need to process your information for the purpose of exercising or defending legal claims, protecting the rights of another person or for public interest reasons.

You have a right to ask us to transfer your personal data to another person or organisation.

You also have rights in relation to automated decision making which has a legal effect or otherwise significantly affects you. You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces significant legal effects concerning you.

If you would like to exercise any of your rights above, please contact the Data Protection Officer at our address, unless we have provided specific contact details in respect of one of the rights we have set

out. We will act in accordance with your instructions as soon as reasonably possible and there will be no charge.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You have a right to report any of your concerns about our use of your data to the Information Commissioner's Office. You may do so by calling their helpline at 0303 123 1113.

## **Changes**

We may change the terms of this privacy statement on occasion but will not reduce your rights under this Privacy Policy without your explicit consent. If we do so, we will post the changes here, so please check from time to time. We will also keep prior versions of this Privacy Policy in an archive.

If you have any questions about this policy or how we use data please contact the Charity at the above address or via email to [info@beisshmuel.org](mailto:info@beisshmuel.org)

## **Data Protection Regulator**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Further information and advice about data protection is available from:

The Office of the Information Commissioner  
Wycliffe House  
Waler Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel:+44 (0)01625 545 745

Website: [www.ico.org.uk](http://www.ico.org.uk)