

READING HEBREW CONGREGATION

PRIVACY POLICY

Reading Hebrew Congregation is committed to protecting your privacy and the security of the personal information we receive about you when you interact with us by phone, mail, in person or online.

Being transparent about the way in which we collect and use your personal data is important to us and the purpose of this policy is to give you a clear explanation about how *Reading Hebrew Congregation* processes such data, our obligations to you and your rights.

References to the processing of information includes the collection, use, storage and protection of data. *Reading Hebrew Congregation* is the 'data controller' for the purposes of this policy, and the policy extends to Trustees (Board of Management), Holding Trustees, volunteers and anyone else processing data on our behalf from time to time. Any personal data collected by *Reading Hebrew Congregation* will only be processed in accordance with this privacy policy.

We ensure that we use your information in accordance with all applicable data protection laws and regulations concerning the protection of personal information. Our privacy policy explains the following:

- What information *Reading Hebrew Congregation* holds
- The legal basis for processing such information
- How we will use that information
- Whether we disclose your details to anyone else
- Your choices regarding the information you provide to us
- How we use cookies to provide services to you or to improve your use of our websites

This privacy policy also applies to the www.rhc.org.uk / www.readingsynagogue.uk website and explains what happens to your personal information when you use the website or interact with us through it.

Who we are

Reading Hebrew Congregation has been at the centre of Jewish Life in Reading since the 1880's and is an independent orthodox synagogue and community operating under the auspices of the Chief Rabbi of the United Hebrew Congregations of the Commonwealth. Our Registered charity number is 220098 and we are registered with the ICO (Information Commissioners Office) under registration number Z2463491.

How we collect information about you

We collect information in the following ways:

- For Members of *Reading Hebrew Congregation* our data originates from the membership application form and the most up to date version held is circulated to individuals each year when membership subscription reminders are issued. This includes: Name, Address, Telephone Numbers, Email addresses, Date of Birth / Age, Marital status, Details of Children, Next of Kin, Yahrzeit information, Gift Aid

Declarations, Financial Payments, Burial Society Membership, Details of Reserved Plots (where applicable).

- Information you give us for example when you engage with our social media, make a donation to us, order copies of LuachFax® or any other items, make enquiries regarding Welcome Days for Schools, schools visits or visits to the synagogue by other organisations, or request a copy of our monthly newsletter.

Our legal basis for processing your information

Organisations are permitted to process data if they have a legal basis for doing so. *Reading Hebrew Congregation* processes data on the basis that:

- Express and informed consent has been given by the person whose data is being processed; and/or
- It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement, and/or
- *Reading Hebrew Congregation* has a legal obligation to process data

Where *Reading Hebrew Congregation* is relying solely on consent as the basis for processing data, we are required to obtain your explicit consent and you can modify or withdraw this consent at any time by notifying us in writing, although this may affect the extent to which we are able to provide services to or interact with you in future.

How we use information about you

We use your data:

- To provide you with services, products or information you have asked for
- To administer membership of *Reading Hebrew Congregation*
- To administer donations and fundraising activities, including the processing of Gift Aid
- To comply with financial regulations and the law

Your rights concerning your personal information

You have a right to request a copy of the personal information we hold about you and to have any inaccuracies corrected or to change your communication preferences. Please contact the Honorary Secretary (details below).

Who we share your information with

Reading Hebrew Congregation may disclose your personal information in the following circumstances:

- Where it is necessary, or we are under a duty to disclose your personal information in order to comply with any legal requirement or obligation, for example to HMRC
- Where applicable to the United Synagogue Burial Society in order to manage membership of the RHC Burial Society
- As part of the membership application processes with the Office of the Chief Rabbi

It is not the policy of *Reading Hebrew Congregation* to share, sell or swap your details with any third parties for the purposes of their own marketing or monetising of your data.

Website users

Reading Hebrew Congregation's website does not use Cookies (small files stored on your computer's hard drive) to track the activities of external users. However, our web server provider logs anonymous data pertaining to visitor activity.

Payment Information

If you make a payment or donation to *Reading Hebrew Congregation* via our website, you are redirected to PayPal and we do not receive details of your credit or debit card information. Membership subscriptions can be made via direct bank transfer, standing order or cheque and again we do not store any of your payment information.

Storing and Keeping your personal information

Personal information records may be paper based or on a computer. Paper based records are stored securely and electronic records are maintained on password protected computers.

We keep your personal information only for as long as is necessary for the purposes for which it was collected and retained and in line with the legal basis that *Reading Hebrew Congregation* has for processing it. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

Changes to this privacy policy

We may update the terms of this policy at any time, so please do check it from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our website.

Complaints, compliments or comments

If you are unhappy with our work or something that we have done or failed to do, we want to know about it. To lodge a complaint please contact the Data Protection Officer, Mrs Sarah Firsh

In writing at Reading Hebrew Congregation, 7 Goldsmid Road, Reading RG1 7YB

By leaving a message on the ansaphone 0118 957 3954

Via email: DPO@rhc.org.uk

We also welcome your views on what we do well. Your comments enable us as an organisation to learn and continuously improve our services. To provide feedback please contact the Honorary Secretary, Mrs Sue Clarke

In writing at Reading Hebrew Congregation, 7 Goldsmid Road, Reading RG1 7YB

By leaving a message on the ansaphone 0118 957 3954 or

Via email: secretary@rhc.org.uk