

# SLJC Privacy Policy Notice

## 1. Introduction

This Privacy Policy applies to Personal Data that we the Suffolk Liberal Jewish Community (“**SLJC**”) collect about individuals who interact with or are members of our community.

The processing of personal data is governed by the General Data Protection Regulation (the “**GDPR**”).

Under GDPR, **SLJC** is a Data Controller which means we control how your personal data is processed and for what purposes.

Personal Data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller’s possession or likely to come into such possession.

## 2. How do we process your personal data?

We use your personal data for the following purposes: -

- To send you information about SLJC meetings, services, events, activities, news and updates relevant to your involvement with SLJC;
- To contact you to get your views and opinions;
- To administer membership records;
- Where appropriate to send information about community meetings, AGMs and other information relating to the governance of SLJC;
- To fundraise and promote the interests of SLJC;
- To maintain our own accounts and records.

SLJC complies with its obligations under the GDPR by :-

- keeping personal data up to date;
- storing it and destroying it securely;
- not collecting or retaining more data than is actually required for any given purpose;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical and organisational measures are in place to protect personal data.

## 3. What is the legal basis for processing personal data?

- **Consent:** Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about Liberal Judaism events.
- **Contract** – Processing which is carried out prior to entering into a contract to enable that contract to occur or as part of an on-going contractual relationship between parties.
- **Legitimate interest:** Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-

- 
- a. processing relates only to members or former members (or those who have regular contact with it in connection with its purposes); and
  - b. there is no disclosure to a third party without consent.

#### 4. What is the legal basis for processing special personal data?

Our status as a not-for-profit religious organisation also permits us to lawfully process 'special personal data' (e.g. data that reveals a religious belief, sexuality, etc), as long as it relates to individuals who have a connection to us and we do not disclose your personal data to other organisations without your consent.

The majority of our data refers to individuals who have stated their religion by association – therefore, the data is classed as 'special personal data'.

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the community in order to carry out a service to you or other community members or for purposes connected with SLJC. We will only share your data with third parties outside SLJC with your consent or if required to by law.

#### 6. How long do we keep your personal data?

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every two years.

We retain data on records of former Members for three years after leaving SLJC or as required by law or regulation;

#### 7. Your rights and your personal data

In summary, you have the right to ask us with respect to your personal data:-

- for a copy of your personal data;
- to rectify personal data you think is inaccurate;
- the right to ask us to complete information you think is incomplete; and in certain circumstances
- to erase your personal data;
- to ask us to restrict the processing of your personal data;
- to object to the processing of your personal data;
- to transfer the personal data you gave us to another organisation, or to you.

You are not required to pay any charge for exercising your rights. If you make a request, we

---

have one month to respond to you.

The full detail of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

\*Please note that exercising some of these rights, such as the right to delete your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 8. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where, and whenever necessary, we will seek your consent prior to the new processing.

## 9. Cookie Policy

In relation to the use of cookies on the SLJC's Facebook page, see Facebook's own cookie policy at <https://www.facebook.com/policy/cookies>. The cookie policy for the SLJC website can be found at <https://www.onesuffolk.net/cookie-policy>.

## 10. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we will notify people whose personal data we hold and is affected.

## 11. Contact Details

To exercise all relevant rights, queries or complaints please, in the first instance, contact the SLJC Membership Secretary at [membership.sljc@outlook.com](mailto:membership.sljc@outlook.com).

You can contact the Information Commissioners Office on 0303 123 1113.