

Data Protection Principles and information

Amended for GDPR

We are all responsible to use and share information in a secure & lawful way. This regulation strengthens people's control of how their personal information is used & how they are contacted. It requires organisations to act responsibly.

Common Law – duty of confidentiality – information a person discloses in confidence should not be used or shared without that person's consent. If the person is identifiable.

Personal Data must be:

Fairly & lawfully processed (used) & transparently:

People must be made aware; consent only needed when this gives a choice
Inform about what information is being used & who it may be shared with & to object unless exceptional reasons (legal)

Specific for its purpose

Purpose limitation (specific, explicit, legitimate)
Only ask for personal info relevant to our purposes

Adequate, relevant and limited to what is necessary

Data minimisation; only what's needed

Accurate and kept up to date

Good record-keeping; minimum opinions with reasons

Kept no longer than is necessary (retention variables)

Storage limitation

Processed with appropriate security

Integrity & confidentiality: only accessible to those who need to know, consistent & unmodified and available when needed. Securely stored

Accountability Principle

Be seen to be complying with these principles

Information collected by NLJC –

Names, addresses, phone numbers, membership status, child's age,
NLJC committees, Ba'alei Tefillah, HHDs, Mitzvot, B'nei Mitzvah, Yartzheits
subscriptions, Gift Aid, council minutes, emails, Zoho (e-distribution lists), enquirers' and their
contact details.

Information circulated by NLJC –

E-bulletins (The JC, LJ Today, LJ e-bulletin and SJCN), council minutes, community announcements,
events, committees, contacts lists, life cycle events, EGMs, AGMs, subscription details, Gift Aid, NLJC
newsletter.

Definitions –

Personal data covers both facts and opinions about an individual (opinions must be based on reasons).

Ordinary personal data – name, address, email address, telephone number

Sensitive personal data – racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, including:-

- Whether they are a member of a trade union
- Their physical or mental health or condition
- Their sexual life
- The commission or alleged commission by them of an offence
- Any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

Individual rights –

Right to be informed

Right of access

Right to rectification

Right to erasure

Right to restrict processing

Right to data portability

Right to object to processing