

Norwich Liberal Jewish Community
Privacy Policy Notice

Norwich Liberal Jewish Community (NLJC or the community) gathers and processes personal information to enable it to perform its duties for the community. This policy notice informs you of the reasons for which this personal information is collected and processed and about your rights under the General Data Protection Regulation to have control over your personal data.

What is personal information?

Personal information for this policy means information about you personally, such as your name, home address, email address, your Jewish status, etc. If you are a Full Member, a friend, enquirer, or applying to join the community some or all of the information below may apply to you. Please contact the Chair or Honorary Secretary if you have any questions.

Purposes

NLJC gathers and processes personal information in order to administer the Community. Your personal information is processed and held in order to administer the Community's functions. This is to keep you informed of such things as events and community management, coordination of events, for community funding, possible pastoral reasons, or in case of emergency.

Data Security

Your data is kept securely. It may be shared among members of the Community Council or other Committees as needed so that the Council can run things effectively. Members' details, other than their name, are circulated to other members in limited circumstances, not without their consent (Contacts List) for example connected with the organisation of events such as services and mitzvot if their email address is not on the Community Contacts list.

Third Parties

NLJC may share your Personal Information with third parties in limited circumstances. This will be done only for the purpose of administration (e.g. management of collection of subscriptions & Gift Aid information), email providers, or for legal reasons or in case of an emergency. NLJC does not sell membership lists to Third parties and your details will not be used for commercial purposes.

Sensitive information and minors

It may be helpful to the Community to be aware of certain more sensitive information, such as a Member's state of health, so that we can offer support in certain circumstances. However, members are not required to disclose this sort of information. Personal information of people under the age of 16 is only processed with the consent of parents or guardians.

Burial Scheme

NLJC does not have a full burial scheme. However, if you have been a subscribing Full Member for 2 years NLJC funds the services of an officiant and other information may be needed.

Your rights

In gathering your personal information, NLJC will only gather data which is relevant to the Purpose above. We will keep the information up to date and accurate as far as possible. We will keep data for as long as it is relevant. You have Rights over your personal information. You may ask to see the data we hold, correct it if it is incorrect or ask for it to be deleted. If you have any questions or would like to make a request, please contact enquiries@norwichljc.org.uk.

NLJC Privacy Policy and Notice Version 1

Approved by Council: Dec 2020 Effective date: Jan 2021