

| Jewish Joint Burial Society Data Protection Policy                               |   |
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| Definitions and interpretations  |   |
| 1. In this privacy policy, the following definitions and abbreviations are used. |   |
| JJBS   | Jewish Joint Burial Society   |
| Data   | Collectively all information submitted to the JJBS.<br>This definition incorporates, where relevant, the definitions provide in the Data Protection Act 2020 and the GDPR.  |
| GDPR   | General Data Protection Regulations   |
| Data Protection Laws   | Any relevant law relating to the processing of personal data, including but not restricted to the GDPR.   |
| User   | Any third party that accesses the database in the course of their employment, whether<br>a) employed by the JJBS and acting in the course of their employment.<br>b) as a volunteer for the JJBS; or<br>c) engaged as a consultant or otherwise providing services to the JJBS and accessing the database, in connection with the provision of such services. |
| ICO  | Information Commissioner's Office   |
| Scope of this Policy   |   |
| 2  | This policy applies to the actions of JJBS and the Users employed by the JJBS.  |
| 3  | For the purposes of the relevant Data Protection law, the JJBS is the "Data Controller". This means that the JJBS determines the purpose for which, and the manner in which your data is processed.   |
| How we collect data  |   |
| 4  | We collect data in the following ways: -<br>a) data is given to us by you; and<br>b) data is collected by the JJBS from your Synagogue.   |
| Data that is given to us by you  |   |
| 5  | The JJBS will collect your data in a number of ways, for example: when you contact the JJBS by phone, letter or email or through any other means; in each case in line with this privacy policy.  |
| Data that is collected from your Synagogue                                       |   |
| 6  | Your Synagogue is required to update us by sending returns quarterly showing details of their membership at that quarter end; as well as sending us notice of leavers and joiners on an ongoing basis.  |

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| Keeping Data secure  |  |
| 7                    | The JJBS will use technical and organisational measures to safeguard your data.  |
| 8                    | Technical and organisational measures include measures to deal with any data breach<br>If you suspect any misuse or loss or unauthorised access to your data, please let us know immediately.  |
| How we use your data |  |
| 9                    | Your data is used to ensure we have accurate records for funeral and invoicing purposes, and also for us to track trends over time.  |
| Data retention       |  |
| 10                   | Unless a longer retention period is required by law, we will retain your data on our system for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the data be deleted.   |
| 11                   | Even if we delete your data, it may persist on backup or archival, media for legal or regulatory purpose.  |
| Your rights          |  |
| 12                   | You have the following rights in relation to your Data:  |
| a)                   | <b>Right to access</b> -the right to ask for copies of any information, we have on file about you at any time.<br>We will not charge you for any information we provide to you, about yourself unless your request is 'manifestly unfounded or excessive'. Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you why. |
| b)                   | <b>Right to correct</b> - the right to have your data modified if it is inaccurate or incomplete.  |
| c)                   | <b>Right to erase</b> - the right to ask we remove your data from our system.  |
| d)                   | <b>Right to restrict how the JJBS use of your data</b> - you have the right to say how we use your data or to stop or limit us using it in certain ways.   |
| e)                   | <b>Right to data portability</b> - you have the right to ask the JJBS to copy or transfer your data to another organisation or to you, in certain circumstances.   |
| f)                   | <b>Right to object</b> - you have the right to object to the way the JJBS use your data including where we use it for our legitimate interests.  |

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| 13                     | To make enquiries, exercise your rights set out above, or to withdraw your consent to the JJBS processing your data in certain ways (where consent is our legal basis for processing your data), please contact us at <a href="mailto:admin@jewishfunerals.org.uk">admin@jewishfunerals.org.uk</a>             |
| 14                     | If you are unhappy with the way a complaint you make in relation to your data is handled you can refer your complaint to the ICO. <a href="https://ico.org.uk/">https://ico.org.uk/</a>  |
| 15                     | It is important that the data we hold about you is accurate. Please keep us informed if your data changes.   |
| General                |  |
| 16                     | You may not transfer any of your rights under this privacy policy to any other person. We may transfer our right under this privacy policy where we believe your rights will not be adversely affected.  |
| 17                     | If any court or competent authority find that any part of this privacy policy (or part of any provision) is invalid, illegal, or unenforceable, that part or part-provision will, to the extent required be deleted. The validity and enforcement of the other provisions of this policy will not be affected. |
| 18                     | No delay, act of omission by a party in exercising any right or remedy will be seen as a waiver of that, or any other, right or remedy unless otherwise agreed.  |
| Changes to this Policy |  |
| 19                     | The JJBS reserve the right to change this policy as we feel necessary from time-to-time or as may be required by law. Any changes will be immediately available on our website. <a href="https://www.jjbs.org.uk/">https://www.jjbs.org.uk/</a>  |