

BPS Data Protection and Privacy Policy

PROTECTING YOUR PRIVACY MATTERS TO US

1. Purpose of this Policy

Birmingham Progressive Synagogue (BPS) is committed to providing meaningful worship, educational programmes, and community events, including burial services. To deliver these, we must gather and manage some personal data about our members and their families.

As a registered charity, we are legally bound to manage this data in accordance with the UK General Data Protection Regulation (UK-GDPR) and our own BPS Privacy Notice (see Appendix).

2. Our Approach to Confidentiality

BPS operates as a small charitable organisation and holds a limited amount of personal information. Our Trustees recognise the importance of protecting this data and are dedicated to managing it responsibly.

We ensure personal data is:

- Handled lawfully, transparently, and fairly.
- Gathered for clear, valid reasons and not used beyond those purposes.
- Accurate and up-to-date, with irrelevant information removed.
- Corrected or deleted promptly if inaccuracies are discovered.
- Retained only as long as necessary.
- Protected using appropriate measures against loss or misuse.

3. Types of Data We May Collect:

- Personal identifiers (names, birthdates, addresses)
- Contact information (email, phone numbers)
- Emergency contact details
- Family information, Jewish heritage, lifecycle events
- Involvement in synagogue life and services
- Financial data related to subscriptions and donations
- Preferences, notes related to care or access

4. How We Obtain This Information: We collect data directly from members, families, authorised representatives, and through forms, direct debit arrangements, and synagogue operations.

5. Where We Store Data: Information is securely stored using a combination of paper files, secure databases, spreadsheets, emails, and password-protected devices or cloud storage services.

6. Who Has Access: Only those who require it to fulfil their synagogue duties—including rabbinic staff, office personnel, safeguarding officers, and select volunteers—may access personal data.
7. External Sharing: We may share limited personal details with:
 - Liberal Judaism (for affiliation and lifecycle matters)
 - Funeral directors (when necessary)
 - Other LJ synagogues (with context-specific relevance) We do not sell data or share it without appropriate consent or legal obligation.
8. Communications: BPS will contact members using the details provided. Group messages will use blind copies where appropriate. Anyone can opt out of communications by contacting the Office Manager.
9. Use of Your Information: Your data helps us facilitate synagogue life, coordinate volunteers, maintain membership, support fundraising, and produce anonymised internal reports.
10. Retention: We retain your information only as long as necessary or as required by law.
11. Your Rights: You may request access to your data, corrections, or deletions (where appropriate). You can also limit how we use your data. Requests should be made to the Honorary Secretary or Office Manager.
12. Payments: Payments made via card are handled securely in line with PCI-DSS standards. We do not store card details.
13. External Links: Our website may link to other organisations. We encourage checking their privacy policies as ours applies only to BPS.

14–16. Data Accuracy and Your Choices: We aim to keep your data correct and complete. You may request updates, place limits on use, or request deletion, subject to legal requirements.

17. Use of Media: With member consent (or where not declined), photos, videos, or audio may be used to promote synagogue life online or in print. Historical records may be archived.
18. Deceased Members: We may release data to the family of deceased members if proof of relationship is provided.
19. Data Access: You may request a copy of the data we hold. Contact the Honorary Secretary or Office Manager.
20. Consequences of Deletion: Should you request removal of your data, we may no longer be able to keep you informed or offer certain services.

We rely on legitimate interest as our lawful basis for processing data when explicit consent is not required.

21. Broadcasts: Our services are regularly shared via Zoom (with login), Zoom events are occasionally recorded by request for Bar / Bat Mitzvah. We honour individual requests for exclusion where possible.

22. CCTV: BPS uses CCTV for safety and security. Images are stored for 28 days and may be shared with authorities if needed.

Date: April 2025

Appendix

BPS Data Privacy Notice

Birmingham Progressive Synagogue prioritises the privacy of its members. We collect and use data in accordance with data protection law and maintain strong internal safeguards.

We may contact you with relevant information and offer opt-in/opt-out options. We do not share your details with third parties without permission unless required by law.

Our staff and volunteers are responsible for handling data carefully and in accordance with this policy.

Contact us if you wish to see, correct, or update your information, or if your circumstances change.

To request your data or raise concerns, please write to: Honorary Secretary or Office Manager, Birmingham Progressive Synagogue, 1 Roseland Way, Birmingham B15 1HD.