

NPLS PRIVACY POLICY

Updated March 2015

Northwood and Pinner Liberal Synagogue ("NPLS" or "We") is committed to protecting and respecting your privacy.

This policy (together with any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.npls.org.uk (our website) or consenting to receive our emails, you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is NPLS, of Oaklands Gate, Green Lane, Northwood, Middlesex HA6 3AA, United Kingdom.

As NPLS is a not-for profit organisation we are exempt from notification with the Information Commissioner's Office under the Act. We are nonetheless in all other respects bound to comply with the Act in the context of our processing of personal data.

Information we may collect from you

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on or communicating with us via our website, by completing a membership application form, by corresponding with us by phone, e-mail or otherwise and in the course of other interactions we may have with you. The information you give us may include your name, address, e-mail address, gender, date of birth, phone number, marital status, occupation, interests, financial and bank account information, tax status and photograph.
- **Information we collect about you.** With regard to each of your visits to our website and your responses to emails we send you, we may automatically collect the following information:
 - technical information, including the Internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
 - information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our website and third party websites (including date and time); items you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our offices.

Uses made of the information

We use information held about you in the following ways:

- to administer your membership;

- to conduct our activities and provide you with information about them or changes to them;
- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;
- to provide you with information about other activities we offer that may be of interest to you;
- to ensure that content from our website is presented in the most effective manner for you and for your computer.
- to administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our website to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- to carry out statistical analysis about and monitor usage of our activities
- as part of our efforts to keep our website safe and secure.

Disclosure of your information

We never sell, distribute or make available your information to third party organisations for commercial purposes. There are limited circumstances when we need to do so for other purposes (such as in order to provide services to you) and in those cases we may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors to the extent necessary for the performance of any contract we enter into with them or you.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.

Where you take part in our activities we may (where appropriate in the context of publishing and reporting on such activities) publish your information (including photographs or videos which feature you) on our website and in publications such as ‘Davar’ (or any additional or replacement magazine or other publication for members) and our annual report. If you would rather not have your personal details published in this way then please let us know and we will aim to ensure that it does not happen.

We may disclose your personal information to the relevant authorities or other third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") (e.g. for back-up or analytical purposes) where different data protection laws may apply, and you agree that we may do so.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Links to other Websites

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to admin@npls.org.uk.