



US Privacy Notice

US Staff

YOUR TRUST IS OUR TOP PRIORITY

This privacy policy sets out how the United Synagogue (US) processes personal data (that is, information by which an individual can be identified) collected by us in the course of our lawful activities, in accordance with the Data Protection Act 1998, the General Data Protection Regulation and any other current or subsequent legislation ('Data Protection laws'). This policy has been put in place to protect your rights under the Data Protection laws and it is important that you understand what we will do with your data and are happy with this. If you want to discuss any matter relating to how your data is used, please contact the US Data Protection Officer (DPO), 305 Ballards Lane, North Finchley, London, N12 8GB or via email at dpo@theus.org.uk

References to the processing of information includes the collection, use, storage and protection of data.

The United Synagogue is the 'data controller' for the purposes of this policy and the policy extends to its staff, trustees, volunteers and anyone else processing data on our behalf from time to time. The US is committed to always being a good steward of your personal information, handling it in a responsible manner and securing it with industry standard administrative, technical and physical safeguards.

The US follows three guiding principles when it comes to privacy of your data:

Transparency. We work hard to be transparent about what personal information we collect and process.

Simplicity. We strive to use easy-to-understand language to describe our privacy practices to help you make informed choices.

Control. We ensure you have control over the personal information you provide to us and how it is used, shared and retained.

OUR LEGAL BASIS FOR COLLECTING INFORMATION ABOUT YOU

Organisations are permitted to process data if they have a legal basis for doing so. The US processes data on the basis that:

Express and informed consent has been given by the person whose data is being processed; and/or

The US has a legitimate interest in processing the data; and/or

It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or

There is a legal obligation on the US to process data.

Where the US is relying on solely consent as the basis for processing data, we are required to obtain your explicit consent and you can modify or withdraw this consent at any time by notifying us in writing, although this may affect the extent to which we are able to provide services to or interact with you in future.

The US takes the privacy and security of your personal information very seriously. Any personal data collected by the US will only be processed in accordance with this privacy notice.

WHEN WE COLLECT INFORMATION

The US collects personal information as appropriate when you interact with the organisation through one of our synagogues or departments.

THE TYPE OF INFORMATION WE COLLECT

Type of information	Details
	Please note that is not an exhaustive list.
Information about you	name, address, date of birth, marital status, nationality, race, gender, religion and preferred language, details of any disabilities, work restrictions and/or required accommodations.
Information to contact you at work or home	name, address, telephone and e-mail addresses.
Information about who to contact in a case of emergency (yours or ours)	name, address, telephone, e-mail addresses and their relationship to you.
Information to identify you	Photographs, passport and/or driving license details, electronic signatures.

Information about your suitability to work for us and/or a relevant third party	References, interview notes, work visas ID information such as passport details and driving licence information, records/results of pre-employment checks, including criminal record checks, credit and fraud checks.
Information about your skills and experience	CVs, resumes and/or application forms, references, records of qualifications, skills, training and other compliance requirements.
Information about your terms of employment with the United Synagogue	Letters of offer and acceptance of employment, your employment contract.
Information that we need to pay you	Bank account details, national insurance or social security numbers (where applicable).
Information that we need to provide you with benefits and other entitlements	Length of service information, health information, leave requests.
Information to allow you to access our buildings and systems	Employee identification number (UIN), computer or facilities access and authentication information, identification codes, passwords, answers to security questions, photographs, video images.
Information relating to your performance at work	Performance ratings, leadership ratings, targets, objectives, records of performance reviews, records and/or notes of 1 to 1s and other meetings, personal development plans, personal improvement plans, correspondence and reports.
Information relating to discipline, grievance and other employment related processes	Interview/meeting notes or recordings, correspondence.
Information relating to your work travel and expenses	Bank account details, passport, driving licence, vehicle registration and insurance details.

HOW WE USE THIS INFORMATION

Purpose for which we need your personal information	Details
Recruitment	<p>Please note that is not an exhaustive list.</p> <ul style="list-style-type: none"> • To assess your suitability to work for the United Synagogue; • To perform requisition and applicant management activities; • To perform precision matching to job vacancies; • To conduct screening, assessments and interviews;

	<ul style="list-style-type: none"> • To maintain a library of correspondence; • To make offers and provide contracts of employment; • To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where applicable
Human Resources (“HR”), finance and other business	<ul style="list-style-type: none"> • Staffing, including resource planning, recruitment, termination and succession planning; • Budgetary and financial planning and administration;
Administration	<ul style="list-style-type: none"> • Organisational planning and development and workforce management; • Compensation, payroll and benefit planning and administration, including salary, tax withholding, tax equalization, awards, insurance and pensions; • Workforce development, education, training and certification; • Performance management; • Problem resolution, including carrying out internal reviews, grievances, investigations, audits; • Business travel and expense management; • To conduct business reporting and analytics; • Administration of flexible work arrangements; • Administration of employee enrolment and participation in activities and programmes offered to eligible employees, including matching donations to non-profit organisations, political action committee contributions and wellness activities; • Work-related injury and illness, including the management of employee Health & Safety and disabilities; • To provide HR helpdesk support and case management; • To communicate with you and to facilitate communication between you and other people; • Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting; • Risk management; • Project Management; and • Training and quality purposes.
Security	<ul style="list-style-type: none"> • Physical access control; • Authorizing, granting, administering, monitoring and terminating access to or use of United Synagogue or third party facilities, records, property and infrastructure including communications services such as business telephones and email/internet use; • CCTV • Prevention and detection of crime. • Maintaining the safety and security of those using and visiting our premises through security rotas and checks

Information Technology (“IT”) administration	<ul style="list-style-type: none"> • IT Systems access control and use monitoring; • IT fault reporting, management and resolution; • Systems administration, support, development, management and maintenance.
Legal	<ul style="list-style-type: none"> • To comply with our legal obligations.

HOW LONG WE RETAIN THIS INFORMATION

Personal data is only be kept for the length of time necessary to perform the process for which it was collected. This applies to data held both electronically and on paper.

Set out in the table below are the data retention guidelines that the US adheres to.

Type of Data	Retention Period	Reason
Personnel files including interview records, training records and notes of disciplinary and grievance hearings and redundancy consultations.	During employment and up to 3 years from the end of employment.	References and potential litigation
Application forms/interview notes for unsuccessful candidates	1 year from the date of the interviews being completed and outcome provided.	Time limits on litigation
Income Tax and NI returns, including correspondence with tax office	During employment and at least 3 years after the end of the financial year to which the records relate	Income Tax (Employment) Regulations 1993
Statutory Maternity Pay records and calculations	As Above	Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay records and calculations	As Above	Statutory Sick Pay (General) Regulations 1982
Wages and Salary records	6 years	Taxes Management Act 1970
Accident books and records and reports of accidents	3 years after the date of the last entry	RIDDOR 1985
Health records	During employment and up to 3 years from end of employment	Management of Health and Safety at Work Regulations & Litigation

Health records where reason for termination of employment is connected with health, including stress related illness.	3 years	Limitation period for personal injury claims
Medical Records kept by reason of the Control of Substances Hazardous to Health Regulations 1994	40 years	COSHHR 1994

HOW WE PROTECT PERSONAL INFORMATION

The US use a secure server environment using 256-Bit SSL military grade encryption, IP address locking, two-factor authentication, custom role security settings and also takes appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date.

The US maintains a comprehensive information security program designed to protect our members' personal information using administrative, physical and technical safeguards based on the sensitivity of the personal information collected. We have measures in place to protect against inappropriate access, loss, misuse, or alteration of personal information under our control. The US IT Department regularly reviews security and privacy practices and enhances them as necessary, to help ensure the integrity of our systems. The US only partner with security companies that meet and commit to our security standards. While we cannot guarantee that loss, misuse or alteration of data will not occur, we use every reasonable effort to prevent this.

DISCLOSING THE INFORMATION WE COLLECT TO OUTSIDE PARTIES

The US will not disclose your personal data to any external party other than our verified service providers in order to facilitate your employment, i.e. HR System supplier, DBS disclosure supplier, HMRC or if required to do so to prevent fraud or to assist police investigations in line with prevailing laws and regulations.

The US may disclose user information in an aggregated form as part of our services or our marketing, or in publications published by us. Such publications will be anonymised and therefore never include personal information.

RIGHT OF ACCESS, CHANGE, ERASURE, PORTABILITY AND OBJECTIONS

You have the right to access and amend your personal information via the US HR System, alternatively, you can ask the US HR Department for a copy of the information we hold about you and to have any inaccuracies in your information corrected.

You also have the right to ask for your personal data to be erased, unless there is an overriding legitimate reason or contractual obligation requiring the organisation to

continue holding this information. In specific circumstances you also have the right to object to the US using any personal information stored, providing you have legitimate grounds for doing so.

CCTV

We use CCTV in our Synagogues, offices and burial grounds for both health & safety and security purposes. If you have any queries in relation to the use of CCTV operating in and around our properties please contact the US Property Department, 305 Ballards Lane, North Finchley, London, N12 8GB.

CHANGES TO OUR PRIVACY NOTICE

The United Synagogue's privacy policies are regularly reviewed and as a result they may be amended from time to time without notice. You should therefore endeavour to review this privacy notice regularly, in order to keep up to date with any such changes. If you object to any changes you have the right to contact us so that we can review and consider your objection.