

Dover Heights Shule Inc - Privacy Policy

1 Privacy Policy

Dover Heights Shule Inc (ABN 72 052230363) of Corner Blake and Napier Street Dover Heights NSW 2030 (**we, our, us, the Synagogue**) is committed to protecting the privacy of our members' personal information in accordance with the *Privacy Act 1988 (Cth)* including the Australian Privacy Principles (**APPs**).

This policy is intended to provide a general overview of our policies for the handling of your personal information. By providing your personal information to us you consent to us handling your personal information in accordance with this Privacy Policy.

2 Collection of your personal information

The Synagogue, including other members of the Synagogue, may collect personal information about you in the course of your dealings with the Synagogue and other members of the Synagogue - for example (without limitation), if:

- you apply for membership of the Synagogue;
- you complete a form relating to a life cycle event taking place at the Synagogue or being officiated by a Rabbi employed by the Synagogue (for example – a brit milah, baby naming, bar/bat mitzvah, wedding etc);
- you participate in an event organised and/or managed by the Synagogue, including a Jewish learning event, fundraising campaign, Shabbat, Mevorachim or Yom Tov meals or Jewish festival events (example Chanukah cruise, Chanukah in the park etc); or
- your children, grandchildren, dependents are enrolled in a summer or winter holiday program organised and/or managed by the Synagogue.

The type of personal information we collect will depend on your dealings with us and other members. Generally we will collect your name, address, telephone number and email address. We may also collect other personal and sensitive information from you (for example your and members of your family's birthday, anniversaries and yartzheits).

We will only collect information that is necessary for the operation of the Synagogue, its events, and programs. We collect your personal information directly from you, unless it is impracticable or unreasonable to do so. From time to time we may collect personal information about you from third parties (for example, from publicly available sources).

If you provide us with personal information about a third party, you represent, and we collect it on the basis that, you have that person's consent for us to collect and handle their personal information in accordance with this privacy policy.

If we are unable to collect the personal information we require, or the information provided is incorrect or incomplete, this may affect our ability to provide products or services to you.

3 Purposes for which personal information is collected, held, used and disclosed

The Synagogue will use and disclose your personal information for the purposes for which we collected it, and for other related purposes that you would reasonably expect. Generally, these purposes include, without limitation, responding to your enquiries, providing you information about the Synagogue's activities, programs, marketing and promotions, fundraising, providing you with our products and services, obtaining your

feedback, publishing your life cycle event details in the Synagogue's communications, publishing your details if you are unwell and/or in need of a prayer for recovery (refuah shleima), for our general business operations (for example, maintenance of our business records, compliance with our legal and insurance obligations and statistical purposes).

By providing the Synagogue with your personal information, you consent to us using your personal information for these purposes.

Any member who receives personal information of another member which was disclosed for a particular purpose such as participating in a particular named program or type of program must use and disclose that personal information only for that purpose.

Apart from the above instances, we may also use and disclose your personal information with your consent and as otherwise required or permitted by law.

4 Sensitive Information

We will only collect 'sensitive information' with your consent. We will assume that you have consented to us collecting all information which is provided to us by you for use in accordance with this policy, including any 'sensitive information', unless you tell us otherwise at the time you provide it to us.

5 Storage and security of your personal information

We may hold your personal information in electronic formats or in hard copy. We take reasonable steps to securely store your personal information to ensure it is protected from unauthorised access, modification and disclosure, and from other types of misuse, interference and loss.

We will take reasonable steps to destroy or permanently de-identify your personal information when we no longer require it for any purpose for which it was collected. We may retain your personal information for as long as necessary to comply with any applicable law, for insurance and corporate governance purposes, for the prevention of fraud and to resolve disputes. Your personal information may also be retained in our IT system back-up records.

6 Access and correction of your personal information

You may lodge a request to correct personal information that we hold about you if you believe it is inaccurate, incomplete, out-of-date, irrelevant or misleading please contact our Privacy Officer via the contact details shown below.

You may request that we provide you with access to the personal information we hold about you. Generally, we will provide you with access, except in limited circumstances where the APPs permit us to deny access. Any such requests must be made in writing to the Synagogue via the details shown below. Under the APPs we are permitted to charge you a reasonable fee for providing access to your personal information. Please note that no fee will be incurred for requesting access, and if your request for access is accepted we will inform you of the fee (if any) that will be payable for providing access if you proceed with your request.

7 Overseas disclosure of your personal information

We are likely to disclose your personal information to recipients located overseas in the United State of America, European Union and Israel, for our general business operations (for example, but without limitation, to assist with the Synagogue's database maintenance, learning courses and related travel programs.

8 Changes to our Privacy Policy

We may amend, modify or replace this Privacy Policy at any time. You should review our Privacy Policy each time you visit our website or provide us with personal information.

9 Complaints

You may lodge a complaint with us if you believe we have handled your personal information other than in accordance with the APPs. To do so please contact our Privacy Officer via the contact details below. We will confirm receipt of your complaint and set out the time frame we require to investigate your complaint and provide you with a response. We will endeavor to respond as quickly as possible, which generally, will be within 14 days of receiving your complaint.

10 Contact us

If you would like further information about the way we manage your personal information or if you have a complaint, please contact the Synagogue at office@dhs.org.au or +61 2 9371 0055.

We will confirm receipt of your correspondence, and in the case of a complaint, will set out the time frame we require to investigate your complaint and provide you with a response, which generally, will be within 14 days of receiving your complaint.