# **Privacy Policy**

#### **About Us**

We are arzenu - The Political Voice of Reform, Progressive and Liberal Religious Zionists.

We are a data controller. This means that we process personal data that relates to a living individual who can be identified from that data. The processing of personal data is governed by international privacy laws including the General Data Protection Regulation (the "GDPR").

We adhere to a strict policy of privacy by design and we are committed to protecting and respecting your privacy.

We comply with our obligations under international privacy laws including the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We have appointed a data privacy manager to oversee our data protection compliance. If you have any questions about this privacy policy or how we handle your personal information, please contact us at datacontroller@arzenu.org.

We are committed to being clear, transparent and concise at all times so if there is anything in this document that is unclear, please contact our data privacy manager.

We reserve the right to update this privacy policy at any time, and we will provide you with a new privacy policy when we make any substantial updates.

# Our legal basis for processing your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- With your consent,
- Where there is a legitimate interest,
- Where we need to comply with legal obligations.



#### What information do we hold

We hold different information based upon your relationship with us

Most commonly we hold data that you have provided to us (e.g. when you register for a program, notify us that you have been appointed as a constituent representative or arzenu board member) with your consent.

Basic details include: name, contact details (address, phone, email address), date and country of birth, ID number (if necessary).

We also keep data about your ongoing relationship with arzenu including the positions you have held within and on behalf of arzenu as well as attendance at meetings and seminars.

When your relationship with us ends, we will remove your personal data within 30 days except where we have the legal obligation to retain your information. Where we have a legal obligation to retain your personal data, we will only retain the data that is required for legal purposes.

#### Who do we share your personal data with

We will never sell your data to anyone.

We provide the WZO, KKL-JNF and JAFI ('other data controllers') with your data as is required in order to register you as delegates/representatives of arzenu as well as for reimbursement claims.

Where we share information with other data controllers (such as those listed above), they are responsible to you for their use of your information and compliance with the law.

The following activities are carried out by third-party service providers on our behalf: hosting our website (including analytics); email distribution of communications, and cloud data storage.

All of our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.



When 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, in publications and in our annual report. If you are attending an arzenu event (and only in those cases), we will also share your data with other participants. We will only do so, with your explicit consent. If you would rather not have your personal details published in this way, then please ensure that you tick the relevant box on the sign up form.<sup>1</sup>

### Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, volunteers, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

If we are required to transfer information outside the EEA, we have put in place the appropriate measures (see Data security) to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU laws on data protection.

If you are based outside the EEA we may transfer personal information to the correspondence address you provide to us. We will take all reasonable steps to ensure that such transfers are secure. By instructing us from outside the EEA you acknowledge and agree that such transfers are necessary for us to provide services to you.



<sup>&</sup>lt;sup>1</sup> Transferring information outside the European Economic Area (EEA)

# How long will we keep your personal information for

We will only retain your personal information for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Where a minimum retention period is required by law, we comply with that minimum period plus up to 12 months to allow time for us to anonymise or delete information in accordance with our internal data management processes.

## Your rights relating to your personal information

You have a right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This
  enables you to have any incomplete or inaccurate information we hold about
  you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- Withdraw consent in the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose. You have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to.

If you wish to exercise any of the above rights, please contact datacontroller@arzenu.org.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.



We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## Contacting the regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the relevant data protection regulator in your country of residence.

# Any questions

We hope this notice has been helpful in setting out the way we handle your personal data and your rights to control it. If you have any questions that haven't been covered, please contact our data privacy manager who will be pleased to help you:

Email us at datacontroller@arzenu.org

