

Cape Town Hebrew Congregation

PRIVACY POLICY

Our commitment to privacy

The Cape Town Hebrew Congregation (CTHC) knows that you care how information about you is used and shared, and we appreciate you trusting that we will do so carefully and sensibly. This Privacy Policy explains how we process your personal information.

Details of CTHC

CTHC is the oldest orthodox Jewish Congregation in South Africa, having been formed on Erev Yom Kippur in 1841. It is also commonly known as the "Gardens Shul" and operates from the Gardens Community Centre, 88 Hatfield Street, Gardens, in Cape Town.

Please visit our website, <http://gardensshul.co.za>, for more information about us. There you will also find details of the current office bearers and our clergy as well as our contact details.

For the purposes of the Protection of Personal Information Act, 2013 (POPIA) our appointed Information Officer is Mrs Carmen Kay who can be reached on carmen@gardensshul.co.za and telephone 021 465 1405.

What personally identifiable information is collected and processed by CTHC?

When you joined CTHC, or when you apply to join CTHC, you would have provided us, or will be requested to provide us, with the following personal information

- The full names (English and Hebrew), ID numbers, date of marriage and dates of birth of the main member and spouse, along with the same information for each minor child;
- Details of their marriage along with proof of such marriage in the form of a copy of their ketuba (marriage certificate issued by the synagogue which married them);
- Details of the member's, or aspirant member's occupation;
- The names (English and Hebrew) of the member's, or aspirant member's, as the case may be, departed relatives and friends who's yahrzeits (memorial date for the departed) the member, or aspirant member, wishes to commemorate;
- The member's, or aspirant member's, contact details including e-mail address, physical residential and business addresses as well as any postal address if different from the physical addresses;
- The contact telephone numbers of the member or aspirant member and spouses including cell phone numbers;
- The full names (English and Hebrew) of the member's and spouse's parents along with confirmation that the parents were married according to the Orthodox Jewish tenets as well as proof of such marriage in the form of a copy of the parents' ketuba

The above information is used by CTHC to compile the records of its members and is only used by us as set out in this policy. CTHC does not collect or process any other information from its members unless additional information is voluntarily provided by the member, or aspirant member, for a specific purpose chosen by the member, or aspirant member, themselves, for example, if the member provides information to be used by CTHC to solicit potential business for the member or aspirant member.

The way we use information

CTHC uses the information collected and processed as outlined above, as follows:

- CTHC publishes to its members and associated individuals and organisations a weekly newsletter every Friday called "The Gardens Shmooze" in which details are published of any upcoming special celebrations in the week that follows including birthdays and anniversaries, yahrzeits, special birthdays, Bar and Bat Mitzvahs, engagements and forthcoming marriages;
- Also included in the weekly newsletter are details of any bereavements suffered in the past week providing the names of the departed individual and the mourners, along with details of any upcoming consecrations (unveiling of memorial tombstones) in the week ahead;
- CTHC publishes its annual Rosh Hashanah Bulletin each year. In this publication we publish the same details as for the weekly newsletter as well as pictures of the various events held over the year under review. In addition we include a list of our members (names only), a list of new members who have joined over the year under review and a list of donors to the Foundation Fund. As provided for in the CTHC Constitution, a member's continued membership or upon becoming a member, consent for the use of such pictures is implied. A member is, however, entitled to expressly withhold consent for the publication of any such picture provided that the member concerned notifies CTHC in writing thereof by no later than 31 July of each year.
- When you supply information about yourself for a specific purpose, we use the information for only that purpose (such as to provide the service or information you have requested). For example, you may be asked to give us individual information to receive information, to make a donation, or register for an event. We do not share this information with outside parties except to the extent necessary to complete that request.
- CTHC does not sell or rent email addresses or other information to outside sources and will not supply such information to anyone without the member's express written consent.
- Should any material changes be made to the ways in which we use personally identifiable information, we will both notify our members via e-mail and post the changes on our website at least 30 days prior thereto.

Our commitment to data security

Personally identifiable information is stored on our server and is not publicly accessible. Further, personally identifiable information is only accessed by CTHC personnel on a "need to know" basis. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Email communications choice/opt-out

CTHC communicates with its members and others who have requested information via email announcements and newsletters. You may subscribe to or unsubscribe from these communications at any time by sending an email to admin@gardensshul.co.za and cthc@gardensshul.co.za or by calling the office on (+27) 021 4651405.

Correct/Update

If you would like to verify the data we have received from you or to make corrections to it, you may contact us directly at the email addresses provided above.

Changes to this privacy statement

Changing business practices and circumstances may require that we make changes to this privacy policy from time to time. Any changes will be reflected on our website and communicated to our members via e-mail. CTHC reserves the right to modify its website and/or this Privacy Policy at any time and our members are deemed to be apprised of and bound by any such modifications. Our goal is to provide all services to our members and to visitors to our website in an accessible, efficient and friendly manner while maintaining their privacy. If you have comments or questions regarding privacy, please contact us.

Legal disclaimer

We may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with legal process served on CTHC.

Right to lodge complaint

Should you dispute the way in which CTHC has processed your personal information, you have the right to lodge a complaint with the Information Regulator, who's contact details available at <https://justice.gov.za/inforeg/contact.html>.

For more information

If you have any questions, concerns or comments about CTHC's Privacy Policy, please send us a description of your concern via email to admin@gardensshul.co.za and cthc@gardensshul.co.za or by calling the office on (+27) 021 4651405.

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