Leo Baeck College

Privacy Policy February 2021

Welcome to the Privacy Policy of Leo Baeck College.
The Policy has five sections:

1. Who we are
2. What we do with personal data
3. Your rights
4. How we keep your information secure
5. Contact us

1. Who we are

Leo Baeck College is a preeminent institution of Jewish scholarship and learning that is the heart of the intellectual and spiritual life of the Progressive Jewish community. Leo Baeck College combines inspirational, high calibre teaching with a commitment to developing rabbis, other professionals, and lay leaders who will build sustainable, accessible, and thriving Progressive Jewish communities.

- Company Number: 626693 Registered in England & Wales.
- Registered Office:
  The Sternberg Centre for Judaism, 80 East End Road, London, N3 2SY.
- UK Registered Charity Number: 209777.
- It is also registered with the Information Commissioner's Office as a Data Controller (Registration Number Z6250910).

This Privacy Policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us.

Please read this Privacy Policy carefully to understand our views and practices regarding your personal data and how we will treat it.

In meeting its objectives, we processed the personal data of the following categories of people:

- Students
- Staff
- Donors and supporters

There are audience specific privacy policies for each of the categories above that support this Privacy Policy, and we encourage you to read those that are relevant to your relationship with us for greater detail on how we manage and use your personal data.

We may need to change or update this Privacy Policy from time to time.

Back to top

2. What we do with personal data

The personal data that we may collect about you, the reason why we collect it and what we do with it will depend on your relationship with us.

We collect personal data in lots of ways. Please see the audience specific privacy policies below for more detail.

2.1. Staff

- Recruitment: learn more here
- Employment: learn more here

2.2. Students

- Applications: learn more here
- Student life: learn more here

2.3. Donors and Supporters

3. Your rights

You have various legal rights in relation to the information you give us, or which we collect about you, as follows:

- The right to **access** your information and **obtain confirmation** that we are processing your personal information (see below our Subject Access Request process);
- The right to have your personal information **rectified** if it is incomplete or inaccurate;
- The right to have your personal information **removed or deleted** in certain circumstances, for example when you have withdrawn consent to it being processed and we have no other basis for processing it;
- The right to **restrict the processing** of your personal information in certain circumstances;
- The right to **object to certain processing** including the right to not be subject to automated decision-making and the right to object where we are processing your information on the basis of our legitimate interest;
- The right to require us **not to send you marketing communications;** and
- Where you have provided your consent to the processing, the right to **withdraw consent** to the processing of your data (without affecting the lawfulness of processing based on consent before its withdrawal).

Please note that not all of the above rights are absolute and requests may be refused where exceptions apply. For a more detailed explanation of these rights, please see the Information Commissioner's guidance.

Subject Access Request

You can ask us to confirm if we are keeping any personal information about you and you can also request to receive a copy of that personal information – this is called a Subject Access Request (SAR).

To make a SAR you may be asked to provide adequate proof of identity such as a copy of your passport, birth certificate, or driving license before your request can be processed.

Please try to be as clear as possible about the information you are seeking, as this will help us respond to your request more efficiently. Once we have received your SAR and any necessary proof of identity, you will receive a response from us within a month unless circumstances permit us to extend that deadline.

If you would like to submit an SAR or exercise any of the other rights referred to above, please email bill.varon@lbc.ac.uk or write to Bill Varon, Leo Baeck College, The Sternberg Centre for Judaism, 80 East End Road, London, N3 2SY. You can also call us on: +44 (0)20 8349 5600.

If you are not happy with how we handle any of your requests, queries, or concerns, you can contact the Information Commissioner's Office (www.ico.org.uk), which oversees the protection of personal information in the UK.

Please note that we may embed links to third party websites or pages that are not managed by us.

If you follow any of these links, please note that they have their own privacy policies. Please check those third-party policies before you submit any personal information to those websites. We do not accept any responsibility or liability for these policies.

4. How we keep your information secure

We take appropriate security measures to protect your data against unauthorised access, alteration, disclosure or destruction. When sharing your data with third parties, we do so securely, including taking the following safeguards: -

- **PCI DSS standards.** We comply with the Payment Card Industry Data Security Standards in relation to debit/credit card payments made on our website to protect financial information from theft and fraud. Your card details are not stored on the Charity's electronic systems or as hard copies.

- **Methods of disposal.** Paper documents are disposed of by shredding in a manner that ensures confidentiality.

- **Firewalls and encryption.** We use industry-standard and up-to-date firewall and encryption technology.

- **Secure data transfers.** When transferring your data we ensure it is protected by using a secure data transfer site.

- **Restricted access.** Access to personal and financial data is permitted to authorised staff only.

- **Secure storage.** Our data storage is assessed through a secure physical and electronic process.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website and any transmission is at your own risk. Once we have received your personal information, we will use adequate procedures and security features to try to prevent unauthorised access.

Whenever we engage a third party to act on our behalf we ensure that the contract we enter into with them requires them to comply with UK data protection laws, to process your information only for the purposes we specify and to make sure they have the appropriate controls in place to protect the security of your information.

5. Contact us

You can contact us at any time to change your communication preferences or let us know when something changes. If you have any queries about our Privacy Policy or want to raise a concern about how we process the information we hold about you, please email bill.varon@lbc.ac.uk or write to Bill Varon, Leo Baeck College, The Sternberg Centre for Judaism, 80 East End Road, London, N3 2SY. You can also call us on: +44 (0)20 8349 5600.

Back to top