

Data Privacy Notice

Who we are

The aim of JHAW/CHIC, also known as the Jewish History Association of Wales/Cymdeithas Hanes Iddewig Cymru, is to collect, preserve, and make publicly available the tangible and intangible cultural heritage of the Jewish communities of Wales, including (but not limited to) historical records, artefacts, and oral histories.

Our supporters, contributors, volunteers, and staff are important to us, and we are committed to keeping their data safe, making clear what information we collect and how we use it.

This document sets out how we use and protect data that is governed by the UK General Data Protection Regulation (UK GDPR), as enacted by the Data Protection Act 2018.

JHAW/CHIC is a Registered Charity in England and Wales, Charity Registration Number: 1178852.

JHAW/CHIC is the data controller, so it decides how the personal data we collect is processed and for what purposes.

To exercise all relevant rights, submit a query, or lodge a complaint, in the first instance please contact Rob Jones, the Digital Content Manager, at digitalcontentmanager@jhawales.org.uk.

What data we collect and how we use it

The type and quantity of data we collect and use depends on why it has been provided.

We will only collect, store, and use personal data:

- To fulfil our legal obligations.

- For legitimate interests related to running our daily operations, where these are in line with applicable laws and legal rights

- Where consent has been given for specified, and legitimate purposes.

Supporters

For our supporters, such as those who sign up to an event, make a financial contribution, sign up to Gift Aid, and/or sign up to receive JHAW/CHIC updates and news, we will collect the following information: name; contact details; whether you would like to be contacted; and

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how we would do so. If appropriate, we may also ask to collect date of birth, financial details, Gift Aid eligibility, and reasons for support.

Volunteers

From our volunteers, or those who enquire about volunteering opportunities, we will collect the following data: name; date of birth; contact details; bank details; employment status; Welsh language knowledge; past volunteering experience; criminal convictions; emergency contact details; disability (including physical and mental conditions); what voluntary position they are interested in; what skills and experience, relevant to the volunteering role they have and what new skills/experience they hope to gain from volunteering with JHAW/CHIC. At the beginning of a project, we will ask about their existing knowledge of the Jewish heritage in South Wales, and at the end what they have learnt about the heritage, what difference this makes to them and their life, how they will utilise the knowledge they have gained, and the personal benefits of volunteering. We will also collect their university and course details, and a student number if they are a student.

We collect this data so that we can contact them about volunteering opportunities that come up; ensure the safety of our volunteers, staff, and members of the public; refund their expenses; evaluate our work; anonymously measure our inclusion and accessibility across our volunteering programmes.

We also collect Equal Opportunities monitoring data, which includes gender, age, nationality, ethnicity, sexual orientation, disability, employment status, and religion, but this is anonymous.

Paid staff

From those who apply for a paid position with us, we will usually collect the following data: name; date of birth; contact details; educational history; work history; employment status; Welsh language knowledge; criminal convictions; disability (including physical and mental conditions).

We also collect Equal Opportunities monitoring data as above, but this is anonymous.

From those who work with us in a paid position, we will collect, in addition to the above data, bank details and emergency contact details.

We collect this data to select the most suitable candidate for a particular job position; pay their salary and refund their expenses; fulfil our financial responsibilities towards DWP and HMRC; ensure their safety; ensure the safety of people with whom we engage (volunteers and members of the public); evaluate our work; anonymously measure our inclusion and accessibility.

Oral history interviewees

We are recording life stories and experiences from members of the Jewish and wider communities in Wales, and beyond, to preserve them for future generations.

We ask interviewees to complete, a pre-interview questionnaire, which will help us structure and correctly transcribe, or summarise, the oral history interview. The questionnaire will be deposited with the National Screen and Sound Archive of Wales (NSSAW) as part of the oral history contribution. It will not be passed to any other third party without permission.

We will record narrative and contact details as proof of the interviewees' ownership and consent when we deposit the oral history with NSSAW. With their permission, we may also use extracts from their oral history for purposes of education, including publication online and in exhibitions and talks.

We will ask interviewees to sign an Oral History Permission Form and an Oral History Recording Agreement.

Tangible material contributors

We are digitising tangible historical material (historical records and artefacts) from the members of the Jewish and wider communities in Wales and beyond. The original material is either returned to the contributor or, with their agreement, deposited at the relevant local archives office.

We will record contact details, to use as proof of ownership and agreement when we deposit the material with archives and museums. With permission, we will also use the material for specific purposes such publication online; use in exhibitions, reference, research, publications, and for educational purposes.

We will ask contributors to sign a separate Permission Form to collect personal data and a Copyright Permission Form.

Photographs.

Our supporters and volunteers kindly let us use photographs and images of them in our newsletters and for marketing purpose.

We keep these images stored in a secure online location and will only use them with the subject's permission.

Suppression List.

Should you not wish JHAW/CHIC to contact you in the future, we will retain your contact details on file. This will enable us to ensure that we comply with your wishes.

We will hold this data indefinitely. Should you wish to engage with JHAW/CHIC again then please get in touch with Rob Jones, the Digital Content Manager, at digitalcontentmanager@jhawales.org.uk.

Sharing personal data.

We will never share personal data with other organisations, except in the following circumstances:

When interviewees contribute an oral history

We share details, provided in an Oral History Permission Form and an Oral History Recording Agreement, as a proof of ownership and consent, with National Screen and Sound Archive of Wales (NSSAW) with whom we archive the oral history for permanent preservation and public access.

We may use excerpts from the oral history on the Internet including, but not limited to, the People's Collection Wales, the Welsh Jewish Cultural Centre and our own websites.

We may publish/use excerpts from the oral history for educational purposes including, but not limited to, digital and print publications, exhibitions and presentations.

They will be given the option to remain anonymous.

When interviewees contribute tangible material (e.g., historical records and artefacts)

We share their details with National Screen and Sound Archive of Wales (NSSAW) and/or the local museums and archives in Wales with whom the tangible material they contribute is deposited for permanent preservation and public access.

We digitise the material we receive and may use it on the Internet including, but not limited to, the People's Collection Wales, the Welsh Jewish Cultural Centre and our own websites.

We may publish/use the digitised material history for educational purposes including, but not limited to, digital and print publications, exhibitions and presentations.

They will be given the option to remain anonymous.

Keeping personal data safe and up to date.

JHAW/CHIC complies with its obligations under the GDPR by keeping personal data up to date; storing and destroying it securely; not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access or disclosure, and by ensuring that appropriate technical measures are in place to protect personal data. All physical documentation used to collect personal data is scanned and the original hard copies

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are shredded and disposed of. Scanned documents and born-digital documents are stored on OneDrive, Microsoft's cloud-based storage service.

Access to the files is password protected and accessible only to JHAW/CHIC's Project Manager, the Digital Content Manager and Trustees. Temporary access may be granted to copies of folders to volunteers on an ad hoc basis when necessary. Access to personal data is regularly reviewed.

Archived data can be kept indefinitely and there is no requirement to keep archived data up to date. We are required to keep data about those who have donated to us for seven years. We will keep other data until it is no longer required and then delete it or dispose of it securely.

How we use personal data

We use personal data for the following purposes:

1. Legal purposes, for example, as evidence of ownership and consent, when depositing oral histories and/or tangible historical material with the National Screen and Sound Archive of Wales (NSSAW) and/or the local museums and archives in Wales or publishing the digitised material online.
2. Administrative purposes, for example, to manage our employees and volunteers, maintain our accounts and records, administer our supporters' records, and process Gift Aid applications.
3. Exhibitions, publications and the other work that the organisation undertakes.
4. Educational purposes including lectures and presentations.
5. Management of archives material. For example, to catalogue oral histories and/or tangible material contributions.
6. Fundraising and promotion, for example, to inform supporters, by email or post, about news, events, and activities run by JHAW/CHIC.

The legal basis for our use of personal data

The legal basis for processing personal data is set out in Article 6 of the GDPR. The legal bases for our use of personal data will be:

1. Legal obligation where the processing is necessary for us to comply with the law (not including contractual obligations), for example, processing Gift Aid.

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2. Legitimate interests where the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. This applies for example to information collected to manage oral histories or tangible material.
3. Where the individual has given clear consent to process their personal data for a specific purpose, for example, newsletter distribution lists.

In addition, Article 9 of the GDPR applies to processing special categories of personal data, for example, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and data concerning health.

Because of the nature of our collection, all our oral histories, and most of our other material, will contain special category data. Article 9, paragraph 2 (j) states that we may process the special data categories where processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. For the processing of special category data for archival purposes, we rely on Section 4(a) of Schedule 1 of the Data Protection Act 2018 – 'necessary for archiving purposes...in the public interest'.

Rights and personal data.

We will only collect the data needed to carry out the purposes listed in this document. Unless subject to an exemption under the GDPR, people have the following rights regarding their personal data:

1. The right to request a copy of the personal data which JHAW/CHIC holds about them. Individuals cannot be granted access to, or be given a copy of data, about themselves where doing so would unreasonably disclose the personal data of another person, for example, if it is contained in someone else's interview which remains confidential and closed to public access.
2. The right to request that JHAW/CHIC corrects any personal data if it is found to be inaccurate or out of date (data collected for archiving purposes does not have to be kept up to date).
3. The right to request personal data be erased where it is no longer necessary for JHAW/CHIC to retain such data. The right is not absolute and only applies in certain circumstances.

Where consent is the legal basis for processing, people have the right to withdraw their consent and have their personal data erased at any time.

The right to erasure does not apply if the processing is necessary for 'archiving purposes in the public interest' and 'scientific research and historical research' where

erasure is likely to render impossible or seriously impair the achievement of that processing (Article 89 of GDPR).

So, requests to amend or delete archived oral history interviews and/or written life stories can be declined. Therefore, the so-called 'right to be forgotten' ('erasure') does not in practice apply to oral history material and written reminiscences.

4. The right, where there is a dispute about the accuracy or processing of their personal data, to request that a restriction is placed on further processing.
5. The right to make a complaint with the Information Commissioners Office, if they are unhappy with the way that we handled their personal data.

Further information can be obtained from the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Review

From May 2027, this policy will be reviewed on an annual basis.

This policy was reviewed on: 23 September 2026.

Next review due: May 2027.