

TEMPLE ISRAEL MEMBER DATA PRIVACY POLICY

Temple Israel is committed to protecting the privacy and security of information about you and members of your family. This privacy policy explains how we do that. It describes what information we collect and maintain about you, how we use that information, and the practices we use to protect it. Temple Israel may update this policy from time to time as needed and will post any changes or, in the event of material changes, notify you in advance. If you have questions that are not answered in this policy, please contact us via the information provided below.

Information we collect and use

Temple Israel collects information about our members. This information includes Name, Address, Phone Number, Email address, family members, major family events, and other personal and financial information that relates to your membership and participation in Temple Israel activities and programs.

Personal information is handled with the utmost security and privacy. All information linked to you or members of your family is stored securely on our cloud and local servers and is not publicly accessible. Access to this information is made available selectively to the Temple Israel staff, clergy and lay leadership strictly on a need to know basis with access granted based on the specific requirements of the role and function of each staff member, clergy representative or lay leader. Except in the limited instances identified in this policy, this information is not shared with anyone else.

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 about you we collect and maintain and comply with Massachusetts data security laws and regulations.

We endeavor to maintain the accuracy of personal information and rely on you to ensure your personal information is complete and accurate.

We will never knowingly request personal information from anyone under the age of 13 without requesting parental consent, and we will not knowingly identify children under the age of 13 in photographs on our Web sites or otherwise without the consent of a parent or guardian. Children under age 13 should not provide any personally identifiable information without the consent of a parent or guardian.

Secure Member Portal

Temple Israel now maintains a secure Member Portal to which each member is provided his/her own password-protected access via an encrypted link. You may use this portal to view and update personally identifiable information we maintain about you and your family, register kids for religious school, sign up for other events, view your current bill or donate to the Temple, among many other activities that are now accessible via this portal.

- Your login credentials to this member portal are provided for your use only. We strongly advise you do not share this login information with anyone else. Every member of your family who needs access to the Member Portal will be provided with his or her own unique secure login credentials.
- We strongly recommend that you set a complex password comprised of both letters and numbers with which to access your member portal homepage. It is very important to select a password which cannot be guessed by others. If at any time you believe your login has been compromised, hacked or have any other questions, please promptly contact us via email at support@[tisrael.org](mailto:support@tisrael.org)
- We ask that you keep your Temple Israel personal information current and to use this portal on a periodic basis to review and update your personal information as it may change over time. Temple Israel will use the address, phone number and email address you provide on the portal as the information with which we communicate with you.
- This Member Portal provides a member directory lookup which shares the basic contact information of name, address, email address and phone number to other members who look you up.
 - This directory lookup is only available to other members via their own secure Member Portal login.
 - Using the Member Portal, you have the ability to opt-out/remove your own contact information from the Member Directory.
 - This directory service is strictly for the sole purpose of members being able to connect with one another. Sharing of member contact information from this directory with non-Temple Israel members or entities is strictly prohibited.
- You may use this portal to subscribe/opt-in and unsubscribe/opt-out from Temple email mailing lists.

Sharing Member Information

Temple Israel **never** provides or sells member information or lists for commercial purposes.

Temple Israel does not release your personally identifying information to third parties unless you have given us permission to do so or unless such release is required to comply with the law, to protect rights or safety of the congregation, or to assist in the management and functions of Temple Israel as described below.

We may provide personal information to third parties for their use in performing internal functions on our behalf (for example, payment processing, maintenance, security, data analysis, hosting, and so forth). In such instances, the providers will be contractually required to protect personal information from any other additional use (including for marketing purposes) or transfer in accordance with this Privacy Policy and industry standards.

Membership in a spiritual community brings with it an understanding that certain information or news about members and their “life cycle” events will be sensitively shared within the Temple Israel community. Accordingly, our email and web sites may also include news about congregational simchas, bereavements, and other community news, but we will generally not include news of our members’ illnesses. If you prefer that news of a particular life cycle” event concerning you or your family not be shared with the community, please contact us through clergy or staff or via the contact information below.

Information which is collected from or about Members and their families will not be sold or rented by Temple Israel to any outside company or organization except that, on very rare occasions with the approval and recommendation of our clergy, names and email addresses may be shared as part of list exchanges with like-minded Jewish organizations. If you choose not to participate in such exchanges, you must specifically opt-out via your personalized settings on the Member Portal. By default, Members are opted-in to participation in this program.

We may share information with governmental agencies or with companies assisting us in fraud prevention or investigation. We may do so when: (1) required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to companies for marketing purposes and the providers will be contractually required to protect personal information in accordance with this Privacy Policy and industry standards. We will not share information with governmental agencies other than as required by law or as reasonably necessary for the investigation of crimes affecting Temple Israel or its Members.

Online Payments

You can make payments and donations to Temple Israel in confidence that credit card transactions will be conducted securely. We have partnered with a leading secure payment gateway to accept and process credit card payments safely and securely for you. The company adheres to strict industry standards for online payment processing.

Refund Policy

This policy does not reflect refunds for the Francis Jacobson Early Childhood Center (FJECC). Please contact the FJECC for information regarding their policies and procedures.

If you sign up for an event, class, program, or dinner online, or ask to be billed, you will be charged whether or not you attend. Refunds will only be given if written cancellation notice is received 48 hours in advance. Family emergencies and extenuating circumstances will be considered. Should the synagogue cancel an event, class, program or dinner due to weather, insufficient attendance, or a building emergency, you will receive a refund or account credit. There is no refunds for donations to the synagogue or schools.

For Religious School, we may work with you to pro-rate your Book & Materials Fee based on when your child actually first joins our school. However, we will not discount or refund money for extended absences (due to travel, illness, etc.), nor will we discount or refund money should you decide to take your child out of school before the end of the year, except for extenuating circumstances, which will be evaluated on an individual basis.

Refunds for Membership Dues Payments are given at the discretion of the administration and/or Board of Trustees of Temple Israel.

Use of Member Information

In addition to the uses described above, we may use your personal information to contact you, fulfill requests you make, seek your voluntary feedback and help fulfill our mission. We may also use your personal information for internal purposes including auditing, data analysis, system troubleshooting and research.

If your information will be used for any purpose besides those outlined above, we will specifically inform you.

From time to time, we will also make you aware of options to opt out of using or opt in to use certain features.

If you have any questions, concerns, or comments about this policy you may contact us using by sending e-mail to support@tisrael.org

Temple Israel Website Privacy Policy

The main purpose of our website is to provide information and services to members of Temple Israel and other individuals. Your privacy is important to us and we are committed to protecting it and to making you aware of our online practices regarding the privacy of your information.

This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used.

Note: the privacy practices set forth in this privacy policy are for the Temple Israel web site only. If you link to other web sites, please review the privacy policies posted at those sites.

Collection of Information

Our website does not automatically collect any individually identifiable information from visitors. You can visit our website without telling us who you are or revealing any personally identifiable information about yourself.

We do collect information such as names, postal addresses, email addresses, etc., as a result of interacting with this site, and only when voluntarily provided by visitors. This information is used only to fulfill your specific request, unless you give us permission to use it in another manner.

Temple Israel does not collect personal information about you unless you provide it to us. If you chose not to provide information requested, we may not be able to fulfill your request.

We will never knowingly request personal information from anyone under the age of 13 without requesting parental consent, and we will not knowingly identify children under the age of 13 in photographs on our Web sites without the consent of a parent or guardian. Children under age 13 should not provide any personally identifiable information on this or any other website without the consent of a parent or guardian.

Cookie/Tracking Technology

The site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. Cookies can also help customize the site for visitors and streamline their online experience. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

We may use both the personal information you provided and the information your web browser sends in order to detect users who appear to be causing harm to our sites or in order to personalize user's experiences on our sites.

To help us monitor website page use, we may record the following: IP address/Host name, date/time, files requested, and who referred them and their browser type. User ID is recorded for all secure log-ins.

Distribution of Information

We may share information with governmental agencies or with companies assisting us in fraud prevention or investigation. We may do so when: (1) required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information

is not provided to companies for marketing purposes and the providers will be contractually required to protect personal information in accordance with this Privacy Policy and industry standards. We will not share information with governmental agencies other than as required by law or as reasonably necessary for the investigation of crimes affecting Temple Israel or its Members.

Commitment to Data Security

The information provided by you is retained and used in accordance with existing laws, rules, regulations and these policies. Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

All emails and newsletters from this site allow you to opt out of further mailings.

Use of Materials on our Sites

All content, with the exclusion of material attributed to or hyperlinked to external sites, is the property of Temple Israel and may not be reproduced in whole or in part without the written permission of Temple Israel. Please contact us with any requests.

Links to Other Sites

As a service to our members and to visitors to our website, this site may contain links to other websites that are not owned or operated by Temple Israel. Please be aware that we are not responsible for the privacy practices or the accuracy or reliability of any information contained on these linked sites. The fact that we have provided a link to a site is not an endorsement or sponsorship of the site or a reflection of any affiliation with the operators of such site. We encourage you to be aware when you leave our site and to read the privacy statements of each and every website you visit.

Privacy Contact Information

If you have any questions, concerns, or comments about our privacy policy you may contact us by e-mail at support@tisrael.org

We reserve the right to make changes to this policy. Any changes to this policy will be posted and we will make reasonable efforts to notify persons with whom Temple Israel has an ongoing relationship where appropriate.