

## **Privacy Policy**

In this modern age, information and communication technologies play a major role in congregation activities. Our goals—to provide Jewish spiritual, educational and social opportunities which encourage personal development and social responsibility, as well as promote greater knowledge of our Jewish history and culture—ultimately require that we collect, use, and sometimes share demographic information (and other types of information) about our members and other persons.

This privacy policy is intended to illustrate how Temple Beth Shalom collects, uses, and discloses any personal information that we may collect when you visit [www.tbsohio.org](http://www.tbsohio.org) (the “Website”). We respect and work to protect the privacy of members of the congregation and visitors to our Website.

The terms “Temple Beth Shalom,” “us,” “our” or “we” refer to the owner of this Website. The term “you” refers to the user or viewer of our Website.

### **Who Do We Collect Information From**

We collect information on the following individuals: persons who are current members of our congregation (“members”); persons who have expressed interest in becoming members of our congregation (“prospective members”); persons who request seating for High Holy Days services who are not otherwise members or interested in membership (“holiday guests”); other unaffiliated persons who have made contributions (financial or otherwise) to the congregation (“contributors”); and other visitors to our Website.

### **Information We Collect Online**

#### **1. General Browsing**

We do not use “cookies” (individual identifying markers) on our website, nor do we automatically log any personal data. Temple Beth Shalom collects and stores information on the domain a user uses to access the Website, the Internet address of the website from which a user links to our Website and the date and time of the visitor’s visit to our Website. This information may be used to measure the number of visitors to our Website and track the route a user travels while within our Website to better serve users through improved design and site navigation.

#### **2. Personally Identifiable Information.**

Personally identifiable information may be collected online by Temple Beth Shalom when you request information or contact us. Categories of information collected online include name, address, telephone number, email address, types of information you’re interested in, and other information you choose to provide. This information may be stored for members, prospective members, holiday guests, and contributors.

### **Using Information We Collect Online**

We may use the personally identifiable information you submit at our Website for the following reasons:

- \* To update information in our database for members, prospective members, and contributors.
- \* To be able to send information on Temple events (for members and prospective members).
- \* To be able to send financial and contribution-related documentation such as acknowledgements of donations (for members and contributors).
- \* To make a Holy Day guest seating request. Our policies regarding High Holy Days guest seating require that we collect name, address, and telephone information for any and all holiday guests. This information is kept separate from all other stored information, and is never added to any mailing lists or other Temple databases without expressed permission. If you are curious about our High Holy Days policies, please feel free to contact the Temple Office (614 855-4882, tbs@tbsohio.org).
- \* To update your information in our Membership Directory. We publish an annual Membership Directory that contains information about our members, including limited information on children in member families. The Directory is restricted to Temple members and Temple staff only and is not published online nor made available to any other persons by Temple Beth Shalom. We make an effort to maintain data on member preferences with regard to what information about members that should or should not be published in the Membership Directory; please feel free to contact the Temple Office (614 855-4882, tbs@tbsohio.org) if you have any questions or concerns about this process.
- \* To subscribe you to our email list. We use broadcast email to keep you informed about Temple news and events, primarily using our weekly emailed newsletter, The eWindow. This is an opt-out service (opt-in for non-members) that we maintain through MailChimp. Your email addresses are not shared or rented in any other way. If you are interested in MailChimp's privacy policies, you can find them at <http://www.mailchimp.com/terms-policies/privacy-policy/>.

### **Donations & Payments**

If you choose to make a donation or payment at the Website, you will be linking to another website hosted by a third-party service provider and will be providing your information (e.g., name, postal address, email address, phone number, credit or debit card information and other information) to that service provider, and you will be subject to its privacy policy and practices. To learn how this service provider will use your personal and other information, you should review its privacy policy and practices by clicking on the link(s) available at the service provider's web pages where information may be provided. The service provider may also provide certain of your information to Temple Beth Shalom.

If you donate or make a payment online, certain information will be stored by us. We maintain financial information such as your dues pledge, recent donations, etc. for purposes of maintaining our billing system. Financial information is tightly controlled, and available only to specific persons among the Temple staff and lay leadership who handle financial matters; it is not made available to any other persons.

### **Information We Share With Third Parties**

As a member congregation of the Union for Reform Judaism (“URJ”) and the Columbus Jewish Federation (“CJF”), we share names and addresses of our congregants with the URJ and CJF per membership requirements. No other information is shared. If you are interested in the URJ’s privacy policies, you can find them at <http://urj.org/about/union/privacy/>. If you are interested in the CJF’s privacy policies, you can find them at [http://www.jewishcolumbus.org/privacy\\_policy.html](http://www.jewishcolumbus.org/privacy_policy.html).

Temple Beth Shalom may use third parties to help provide services, such as hosting the Website, monitoring site activity, providing fraud prevention services, conducting surveys, and administering e-mails.

You should also be aware that we may disclose specific information about you if necessary to do so by law or based on our good faith belief that it is necessary to conform or comply with the law or is necessary to protect the users of our Website, the Website or the public.

### **Privacy of Children on Our Website**

To ensure compliance with federal law, the Website does not knowingly collect or maintain information provided online by children under the age of 13.

### **Links**

Our Website may contain links to other websites. The Temple Beth Shalom does not evaluate and is not responsible for the privacy policies, practices, or the content of such websites.

### **Updates to Privacy Policy**

As we continue to offer our visitors new and different types of content and services, we may modify our information collection and use practices. Should there be a material change to our information collection and use practices, it will be applied only to information collected on a going forward basis, and we will update this Privacy Policy.

### **Security**

The information we collect is used only by our employees or third party service providers with a need to know to provide the services requested. You should be aware that 100% security is not always possible.

### **Questions, Concerns, Or Other Feedback**

If you have any questions or concerns about our privacy policy or practices, please feel free to contact the Temple Beth Shalom office (614 855-4882, [tbs@tbsohio.org](mailto:tbs@tbsohio.org)).