



## PRIVACY POLICY

**1. Purpose** – This privacy statement provides information about the personal information that BetAviv collects, and the ways in which Bet Aviv uses that personal information. This policy applies to all personal data of current and past Bet Aviv members.

### 2. Personal information collection

Bet Aviv may collect and use the following kinds of personal information from its members:

- Full name
- Hebrew name
- Spouse's name
- Children's names
- Address/Addresses
- Telephone number(s)
- Email address/addresses
- Date of Birth
- Yahrzeit(s)
- Payment(s) to Bet Aviv
- Other information as may be provided for a specific event or function

### 3. Using personal information

Bet Aviv may use your personal information to:

- Conduct Congregational business including, but not limited to, mailing and emailing for dues, Congregational meetings, Congregational voting, High Holiday announcements and ticketing, Adult Education announcements, general announcements, and event specific announcements.
- Update Union of Reform Judaism membership status.
- Yahrzeit reminders
- Shabbat host scheduling
- Funeral and Shiva announcements
- Provide a membership list to all members

- Other business that may arise, including, but not limited to, Bet Aviv determining means of improving member experience, as approved by the President or Board.

If Bet Aviv discloses your personal information to its agents or sub-contractors for these purposes (should Bet Aviv engage any agent or subcontractor), the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement. If Bet Aviv believes there is a benefit to the Congregation in sharing members' information with another organization or entity, members will be given the opportunity to "opt in" (affirmatively agree to the use of information) to the sharing prior to the release of information. In **no** case will Bet Aviv agree to provide information on an "opt out" (information provided unless member objects) basis.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Bet Aviv may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

#### **4. Securing your data**

Bet Aviv will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

Bet Aviv will store all the personal information you provide on either the Bet Aviv computer protected with anti-virus and malware software and a firewall, in Bet Aviv's password protected Google Account or other password protected cloud storage, and will be accessible only to a limited number of Bet Aviv leadership persons on a need to know basis for the purposes described in paragraph 3 above in electronic form and/or in paper records located in the Bet Aviv office at the address found in paragraph 7.

#### **5. Updating this statement**

Bet Aviv may update this privacy policy by Board action and by then posting a new version on the Bet Aviv website.

#### **6. Other websites**

This website contains links to other websites. Bet Aviv is not responsible for the privacy policies or practices of any third party.

#### **7. Contact Bet Aviv**

If you have any questions about this privacy policy or Bet Aviv's treatment of your personal information, please write:

- by email to: president@betaviv.org
- by post to: Bet Aviv, 5885 Robert Oliver Place, Columbia, MD 21045

4869-3049-6594, v. 1