

# **Temple Emanu-El Privacy Policy**

## **Temple Emanu-El's Privacy Principles**

In the course of its activities, Temple Emanu-El (the "**Temple**") collects personal information about its members, its employees and others. This information may be used for contact purposes, for general human resources purposes and, more broadly, to communicate with Temple members and others respecting Temple activities.

The Temple recognizes the importance of protecting the personal information that it holds respecting its members, employees and others. This policy outlines the framework of Temple Emanu-El's policies and procedures regarding its collection, use, retention and disclosure of personal information in respect of its members, employees and others.

Our privacy principles only apply to personal information about identifiable individuals. They do not apply to business information. Personal information does not include the name, title, business address or business telephone number of an employee of an organization. In the context of this policy, the term "members" includes all current, former and prospective members.

## **Why does Temple Emanu-El Collect Personal Information?**

The Temple collects personal information in order that it may communicate with its members and keep them apprised of Temple activities, whether through the monthly Bulletin, separate mailings or telephone and email communication.

## **How do we Collect your Personal Information?**

Temple Emanu-El collects personal information only by lawful and fair means and only that which is reasonably necessary for the purposes identified. Whenever possible, we collect personal information about members and other individuals directly from those parties or through referrals by persons whom such parties have requested to provide us with such information.

## **How do we Use your Information?**

The Temple may use your personal information for the following purposes:

- to keep members up-to-date regarding Temple activities, including the posting of information regarding such activities (such as family simchas) on the Temple's website
- for billing, record-keeping and other member contact and service matters
- to contact Temple members to promote upcoming fundraising and other activities
- to advise CCRJ/URJ, ARZA and other organizations supported financially by the congregation through the mandatory and voluntary contributions listed on the Temple dues invoice from time to time about a Temple member's desire for membership or support (which will be implied for all members who pay such amounts)
- for account collection purposes
- to follow up on member comments and suggestions

**Disclosure of your Personal Information**

Temple Emanu-El will only disclose your personal information for purposes related to its activities, or with your consent, or if required or authorized by law. In keeping with past practice, the Temple will not provide its membership list, or any part of it, to any other organization, even in circumstances in which the Temple and such other organization are involved in a joint activity. In those circumstances, the Temple will assume the responsibility of communicating the activity to its members.

**Consent**

We may obtain your consent to our collection, use and disclosure of your information either expressly, for stated purposes (such as in a membership application), or impliedly when the purposes are not stated expressly but are indicated by the relevant circumstances. For current Temple members, we will assume that you consent to our use of your personal information for the purposes set out above unless you otherwise advise us in writing by contacting our Chief Privacy Officer. You may also withdraw or amend any consent previously given, expressly or impliedly, by contacting our Chief Privacy Officer in writing.

**Updating your Information**

Since we use your personal information regularly for the purposes set out above, it is important that the information be accurate and up-to-date.

If any of your information changes, please inform us so that we can make any necessary changes.

**Is my Personal Information Secure?**

Temple Emanu-El uses appropriate security measures to protect against loss, theft, unauthorized access, disclosure, use or modification of personal information. Such measures will vary depending on the sensitivity, amount, format, nature and storage of the personal information and will involve, as applicable, physical, organizational and electronic security measures, including premises security, restricted file access to personal information, technological safeguards including security software and firewalls to prevent unauthorized computer access, and password and security policies.

In communicating with us, you should be aware that email is not a fully secure medium.

**Access to your Personal Information**

We will respond promptly to any request for access to your personal information. In certain circumstances, we may be unable to provide access to some or all of the personal information that we hold about you. Such circumstances include those in which the personal information cannot be separated from the records of others.

**Correcting Errors**

If we hold information about you and you advise us that it is not accurate, complete and up-to-date, we will take appropriate steps to correct it.

**Changes to our Privacy Policy**

As part of our regular review of all of our policies and procedures, we may change our privacy policy from time to time.

### **Website**

Our website may contain links to other sites, which are not governed by our privacy policy. On our website, we may monitor traffic patterns, site usage and related site information in order to optimize our web service. We may provide aggregated information to third parties, but these statistics do not include any identifiable personal information.

### **Questions, Concerns, Requests for Access**

If you have any questions or concerns, wish to access your personal information or wish to change your preferences regarding our use of your information, please write to:

Randi Feldman  
Chief Privacy Officer  
Temple Emanu-El  
120 Old Colony Road  
Toronto, Ontario  
M2L 2K2