

## *Temple Isaiah Privacy Policy*

Temple Isaiah has a responsibility to protect the privacy of our members while making the most of our ability to share information with each other in ways that enhance our community. It is in this spirit that we adopt these guidelines, which apply to our Board, committees, auxiliaries, staff, and individual members; and which cover both electronic and traditional media.

- When we collect identifying information, we will use it only within the Temple, and for its stated purpose, except as described in this policy.
- We will treat the distribution of email addresses with special care and discretion because of the ease with which they can be re-distributed. In particular, when messages are sent to large groups, the list of recipients should not be disclosed.
- Members may not use identifying information that they have obtained through the Temple for commercial or political purposes.
- Temple mailing lists should not be used for commercial messages, endorsements of political candidates, chain letters, or other material unrelated to their purpose. The Temple may, however, establish special lists or forums in which members can offer goods and services to each other, provided that participation is by explicit “opt-in” subscription.
- As a caring community, we provide each other with both spiritual and material assistance. This may require us to share information about the personal and health status of our members. In doing so, we are guided by the wishes of the individuals and families, and by our Rabbis.
- Information about a member's finances and payment records will be made available only to those who are designated to make determinations about members with special financial needs, and to staff and officers who process financial transactions.
- When provisions are made to assist those with special needs, every effort will be made to maintain confidentiality. Whenever possible, the organizers of events and activities should not know which participants have been subsidized.
- Sharing with other organizations:
  - On rare occasions, at the discretion of the President, we will make identifying information available to non-commercial organizations that are part of the wider Jewish community. Except in urgent situations, we will provide a convenient opportunity for members to “opt out” of these distributions, on either a one-time or permanent basis.
  - Our long-standing practice of supplying identifying information to the Union for Reform Judaism for the purpose of communicating with our members and for administrative purposes will continue.
  - We will obtain assurances from any organization that receives identifying information from us that they will safeguard our members’ privacy.

These guidelines cannot cover every possible situation. In interpreting them, we will be guided by our Jewish principles and by our respect for each other.