

Congregation Beth Emeth Policy and Procedure Manual

Privacy Policy for Synagogue Contributors

Congregation Beth Emeth is committed to the protected privacy of our donors. This policy is intended to guide donor relations whether the contribution is made through the synagogue's website, mail, in person or an inquiry about financial support for CBE. The Privacy Policy that follows is those measures taken to safeguard and secure those who provide support.

What Information Does Congregation Beth Emeth Collect?

The Synagogue collects and retains the donor's personal information collected when a donation is made online, sign up for a recurring credit card or Electronic Funds Transfer gift, purchase material from a fundraising event, inquire about volunteer opportunities, requesting being on the synagogue's mailing list for services and/or programs, sign a guest book or participant log at events sponsored by the synagogue or from all mailed (including email) correspondence. When a record is created for the donor, the synagogue will ask for first and last names, mailing address, email address and telephone number. Contributions using an online payment method will also ask the donor for payment information.

What Does the Synagogue Do With Personal Information?

Donor information is used to process and accept donations. It is also used to print receipts that are sent to the donor after the donation is made.

Does the Synagogue Share Any Personal Information That It Collects With Outside Parties?

The mailing list of our members is shared with the Jewish Federation of NENY. Otherwise, CBE does not share or sell any personal information. The Synagogue will send mailings (including email) to its mailing list.

How Does the Synagogue Protect My Personal Information?

CBE maintains the donor's information in a secure network and is only accessible by a limited number of employees who have approved access. All private/credit information supplied by the donor when making donations through the synagogue's website is transmitted through an approved provider and securely stored.

Does the Synagogue Provide a Way to Update or Remove Personal Information?

A donor may update their information or remove themselves from the synagogue's mailing list by contacting the synagogue by using the following contact information. All

of the donor's information relating to a donation within the synagogue profile is secure and accessible only by the donor or limited personnel.

E-mail Kgolderman@BethEmethAlbany.org

Letter Executive Director
 CBE
 100 Academy Road
 Albany, NY 12208

Telephone 518.436.9761 x225

How will CBE Use My Email Address?

An email address is also used by CBE to correspond with the donor regarding any inquiries and to send synagogue information. If the donor does not want to receive this information or would like to opt-out of receiving email from the synagogue, the donor should notify the executive director of CBE.

The Donor's Consent

The donor agrees that by using the web based donation option they are giving consent. The synagogue reserves the right to change the Privacy Policy at any time by action of the CBE Board of Directors without advance notice. If the Privacy Policy is changed, the synagogue will post the changes on its website so that the donor always has the ability to be aware of what information is collected, how it is used, and under what circumstances it is disclosed.