

Congregation Etz Chayim Privacy Notice

(Adopted by the Etz Chayim Board of Directors on April 11, 2021)

Etz Chayim is committed to protecting your privacy. This privacy policy explains the practices that govern your use of the Etz Chayim website found at www.etzchayim.org (“Website”) and Etz Chayim’s collection of personal information from its members and individuals who use the Website and/or Etz Chayim services.

Information Collection and Use

Etz Chayim believes that personal information, including but not limited to your name, the names of your family members, postal and email address, telephone numbers or your likeness (in photos, videos, etc.) is private and confidential. You may access the Etz Chayim website without providing any personal information.

Personal information is collected when you voluntarily submit it, such as when you apply to become a member of Etz Chayim, become a member, join the Etz Chayim email list, email comments, make a donation, request information about Etz Chayim or its programs, register for an event, join interest-based email lists, or register your children for religious school.

Why Does Etz Chayim Collect Personal Information From You?

Etz Chayim collects personal information to communicate with members and people who have requested to join Etz Chayim’s mailing list and to provide information about services and activities, which may include:

- Weekly newsletters, notices, mailings, and other communications;
- Information about adult education, programs, and activities;
- Information about youth, young families and Next-Gen programs and activities;
- General announcements, including life-cycle events such as baby namings, britot milah, b’nai mitzvah, funeral, burial, and shiva arrangements, and yahrzeit reminders;
- Membership invoices;
- Notices about meetings;
- Lists of names of oneg and service hosts and service leaders and readers;
- Fundraising appeals; and
- Information regarding co-sponsored programs and activities.

Release of Personal Information to Third Parties

Personal information that is collected by Etz Chayim from its members and visitors to its website will not be sold, shared, rented or transferred by Etz Chayim to any outside company or organization for commercial purposes. Etz Chayim **will not** release or transfer your personal information to third parties except:

- when the law requires us to do so;
- when third party service providers (for example, fundraisers, accountants, computer back-up services, archival file storage, content management services, etc.) are used. When such third

party service providers are used, Etz Chayim will enter into contractual arrangements with the third party service providers to ensure that they use industry standards of privacy protection to protect any personal information provided to them; or

- in the event of a medical emergency.

Etz Chayim uses a third party content-management system to deliver and archive online communications with Etz Chayim's members and community. Personal information submitted to the third party content-management system is governed by the third party content-management system's privacy policy, which may be found at <https://www.etzchayim.org/privacy>.

Is Your Personal Information Secure? Etz Chayim takes all reasonable precautions to ensure that your personal information is kept safe and protected from loss, theft, misuse, unauthorized access, modification, or disclosure. Among the steps taken to safeguard and protect your personal information, depending on its type and sensitivity, are:

- securing the building;
- requiring employees to sign confidentiality requirements;
- limiting access to personal information to those on a "need to know" basis;
- putting in place technological safeguards such as security software and firewalls to prevent hacking or unauthorized computer access;
- employing passwords; and
- requiring third parties to sign confidentiality agreements, when necessary or appropriate.

Updating Your Personal Information

Since Etz Chayim uses your personal information to provide services to you, it is important that the information be accurate, complete, and up-to-date. If any of your personal information changes, or if you should become aware that the personal information is incorrect, please contact Etz Chayim.

Opt-Out/Email List Removal

Etz Chayim gives you the following options to opt out of receiving communications from Etz Chayim. Your decision to opt out of receiving communications from Etz Chayim may limit Etz Chayim's ability to provide services to you. Opting out will apply to usage going forward, but not to any collection, use or disclosure that has already taken place. If you still choose to opt out:

- You can contact us by sending an email to Etz Chayim's Executive Director at [INSERT EMAIL]; or
- You can send your request via mail to the following postal address:

General Website & List Maintenance
Congregation Etz Chayim
4161 Alma Street
Palo Alto, CA 650-813-9094

Links to Third Party Websites on Etz Chayim Website

The Etz Chayim website may contain links to external, third-party websites where the content is not provided by Etz Chayim. The appearance of these links on the Etz Chayim website does not constitute endorsement by Etz Chayim of the external website or the information, products, or services contained on it.

Any information you provide to third-party or external websites is not protected by Etz Chayim's Privacy Policy. We advise you to consult the third-party site's Privacy Policy before providing any personal information.

Notice of Filming and Photography

When you attend an event at Etz Chayim, you and your minor children may be included in photographs or videos being made by other participants at the event. Etz Chayim will use reasonable efforts to ensure that an individual's name is not associated with their photograph unless permission is obtained. Some of these photographs and videos may be included on the Etz Chayim website to promote Etz Chayim and its activities. By attending such events, you are granting Etz Chayim permission to use your likeness and that of your minor children on the Etz Chayim website. If you do not wish to have your likeness appear on the Etz Chayim website, please contact the Etz Chayim Executive Director.

Changes to this Privacy Policy

This Privacy Policy is effective as of April 11, 2021. Since Etz Chayim regularly reviews all of its policies and procedures, we may change the Privacy Policy from time to time. Please refer to our website or contact the office for revisions to this Privacy Policy.

If you have any questions please contact the Etz Chayim Executive Director.