

Shaare Torah  
Policy on Privacy of Membership Data  
Approved by the Board of Directors  
March 15, 2004

1. Shaare Torah is a Conservative synagogue that is a member of the United Synagogue of Conservative Judaism.
2. Shaare Torah does not sell membership data.
3. The sharing of data with the United Synagogue of Conservative Judaism, the Jewish Theological Seminary, and other branches of the Conservative movement shall be limited to the names and addresses of adult members, except as addressed in number 6 of this document.
4. Shaare Torah does not share data with organizations and entities in the community (e.g., JCC, Federation, clergy groups, cemetery etc.) but instead may offer to distribute materials to our membership or to post information. Such decisions shall be handled on a case by case basis.
5. This policy acknowledges that from time to time Shaare Torah may share additional information regarding members in leadership roles.
6. Individual information regarding minors shall not be shared externally without prior approval of the parents or guardian, except for informal and formal educational purposes, in which case we will share names, ages, and mailing addresses of selected member households with arms of the Conservative movement to which we belong. Requests for this information from other entities shall be reviewed by the President or his designee.
7. The sharing of data internally shall be handled in a manner that limits the sharing of information to that which is necessary to accomplish the task at hand.
8. Exceptions to this policy will be evaluated by the relevant committee, and presented to the board of directors for approval.
9. This policy shall be implemented as follows:
  - a. The officers, lay leaders and volunteers will be sensitized to the need to protect the confidential nature of synagogue data. Primary responsibility for implementing this policy lies with the president. A copy of this policy shall be distributed to officers upon taking office;
  - b. The responsibility for sensitizing Shaare Torah's employees to the privacy of synagogue data is vested in the supervisors of the staff, who at a minimum shall provide a copy of this policy to the staff of the synagogue upon hiring.
  - c. The confidential nature of synagogue data shall be addressed in all future employment contracts.