



Privacy Policy Congregation  
Beth Israel  
West Hartford, CT

We strive to keep a balance between your and your family's privacy and the need to use your personal information for conducting Congregation Beth Israel business.

Our privacy policy explains how we collect and use your information, such as your name, address, telephone, email address, and photographs.

If you are comfortable with our policy, you do not need to take further action.

You do, however, have the option to customize our policy to fit your personal preferences.

For instance, we share your name, address, and email address with the Greater Hartford Jewish Federation. If you do not want us to do this, let us know.

Photographs and/or videos are extremely effective in helping us publicize the culture of our Beth Israel community. We use them often on our website and in our publicity vehicles, so we want to let you know how we may use your or your child's photo or a video of your child.

We publish photos or videos of adults, sometimes with names. If you do not want your photograph or video to be published, please let us know.

Children's photographs are published in our printed vehicles, sometimes with identifying information. Children's photographs and/or videos are published online, but not with identifying information.

For example, if your child is becoming a Bar or Bat Mitzvah, we publish his or her photo in our CBI Bulletin with identifying information, but we remove the identifying information when we post the CBI Bulletin to our website. If you want us to post your child's information to our website, please let us know. You also have the option of telling us not to use your child's photo in any publicity vehicle.

The easiest way to tell us your preferences is to fill out one (or both) of the forms. Please contact our Executive Director, Tracy Mozingo, [TMozingo@cbict.org](mailto:TMozingo@cbict.org), 860-233-8215 x2250, if you have any questions.

**Privacy Policy**  
Congregation Beth Israel  
701 Farmington Ave., West Hartford, CT 06119  
860-233-8215 • [www.cbict.org](http://www.cbict.org) • [bethisrael@cbict.org](mailto:bethisrael@cbict.org)

Congregation Beth Israel (CBI) is firmly committed to maintaining the privacy of its members. The following discloses our information gathering and dissemination practices. As a member of Congregation Beth Israel, you consent to the terms and conditions of this privacy policy.

**Information Collection and Use**

CBI maintains a centralized database of information about its members for spiritual matters, to inform members of CBI events and resources, and for billing purposes. This personally identifying information, such as your name, postal and e-mail addresses, telephone number, and dates of lifecycle events, is private and confidential. We will not share this information with other third parties except as listed below.

**Release of Information to Third Parties**

We will not release your personally identifying information to third parties.

These are the exceptions:

- We have to comply with the law or to protect the rights or safety of CBI members ☐
- We share with clergy, CBI officers, administrators, and committee members when they need the information to carry out synagogue business
- We share your name and address with the Union for Reform Judaism (URJ) to comply with the requirements of URJ for CBI to maintain Union membership.
- We may release your email address to a third party to maintain an email distribution list for our weekly email newsletters, such as Chai Lights or YEP Online, and/or our Monthly Bulletin. The third party must comply with our privacy policy and will not sell, share, or rent your email address.
- We share your name, address, and email address with the Greater Hartford Jewish Federation for the purpose of Federation informing you of Federation events and resources.

**Website**

By using our website, you consent to the terms and conditions of this privacy policy.

We will collect and keep personally identifying information, such as email addresses, only when you voluntarily submit it, such as when you e-mail comments, request information, place an order, sign up for a discussion group or e-newsletter, or register for an event. However, please note that when you access our website, we have the potential to determine your email address.

**Use of Material on Our Sites**

All content, with the exclusion of material attributed to or hyperlinked to external sites, is the property of Congregation Beth Israel and may not be reproduced in whole or in part without our written permission. Please contact the Temple Administrator for more information.

**Links to Other Sites**

Our website may contain links to other websites. CBI is not responsible for the privacy practices or the content of other websites and does not assume responsibility for the content of the material on other sites.

### **Financial information**

Our website may provide the ability for you to request information, products, or services from us. Financial information that is collected is exclusively used to bill the user for products and services you purchase online.

Information that is collected from online order forms becomes the property of CBI. CBI does not sell, share, rent, market or distribute this information and will not use it for purposes other than indicated in this privacy policy.

### **Photographs**

We may include individual and group photographs of our adult members in our promotional materials, including, but not limited to, printed brochures, our CBI Monthly Bulletin, our Shabbat Bulletin, email newsletters, our website, and outside publications, such as newspapers and magazines. These photographs may include identifying information, such as names.

Photos and identifying information of children (17 years old and younger) will be included in print versions. Photos of children, individual or group, may be included online, but all identifying information will be removed.

All photographs taken by CBI staff or given to CBI staff, including any negatives or positives, are the sole property of CBI. CBI shall not be responsible for any use of photographs or images by individuals accessing the Internet. CBI is not required to show the photographs to the subject before they are published.

### **Videos**

We may include individual and group videos of our adult members in our promotional materials, including, but not limited to, email newsletters and our website. These videos may include identifying information, such as names.

Videos of children, individual or group, may be included online, but all identifying information will be removed.

All videos taken by CBI staff or given to CBI staff are the sole property of CBI. CBI shall not be responsible for any use of videos or images by individuals accessing the Internet. CBI is not required to show the videos to the subject before they are published, although every effort will be made to do so.

CBI reserves the right to modify its privacy policy as needed.

You may customize our policy to fit your personal preferences by filling out and returning the **Change in Privacy Policy for Adults** and/or the **Change in Policy of Photographs and/or Videos of Children** (for children 17 years old and younger).

If you have any questions about this privacy statement, please contact:

Tracy Mazingo, Executive Director

Congregation Beth Israel

701 Farmington Ave.

West Hartford, CT 06119

[TMazingo@cbict.org](mailto:TMazingo@cbict.org) , 860-233-8215 x2250

**CHANGE IN PRIVACY POLICY FOR ADULTS**  
Congregation Beth Israel  
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You may request a change in our policy by filling out and returning this form.

**This is our policy regarding release of information to third parties:**

We will not release your personally identifying information to third parties.

These are the exceptions

- We have to comply with the law or to protect the rights or safety of CBI members
- We share with clergy, CBI officers, administrators, and committee members when they need the
- information to carry out synagogue business
- We share your name and address with the Union for Reform Judaism (URJ) to comply with the requirements of URJ for CBI to maintain Union membership.
- We may release your email address to a third party to maintain an email distribution list for our weekly email newsletters, such as Chai Lights or YEP Online, and/or our Monthly Bulletin. The third party must comply with our privacy policy and will not sell, share, or rent your email address.

Please contact the Executive Director if you wish to discuss these policies.

- We share your name, address, and email address with the Greater Hartford Jewish Federation for the purpose of Federation informing you of Federation events and resources.

\_\_\_ Do not forward my name, address, and email to the Greater Hartford Jewish Federation.

*This applies to the following people in my family:*

**Photographs and/or Videos of Adults**

We may include individual and group photographs of adults in our promotional materials. These photographs may include identifying information, such as names.

\_\_\_ Do not include individual photographs of me in any PRINTED publication.

*This applies to the following people in my family:*

\_\_\_ Do not include individual photographs of me in any ONLINE publication.

*This applies to the following people in my family:*

\_\_\_ Do not include individual videos of me in any ONLINE publication.

*This applies to the following people in my family:*

**Please note that we may publish group photographs or videos of adult congregants, in print or online, with or without identifying information.** Please contact the Temple Administrator if you wish to discuss this policy.

Comments or exceptions:

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Return this form to:

Tracy Mazingo, Executive Director,  
Congregation Beth Israel, 701 Farmington Ave., West Hartford, CT 06119  
[TMazingo@cbict.org](mailto:TMazingo@cbict.org), 860-233-8215 x2250

**CHANGE IN POLICY OF PHOTOGRAPHS AND/OR VIDEOS OF CHILDREN**

**For children 17 years old and younger**

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**This is our policy:**

Photos and identifying information of children (17 years old and younger) may be included in print versions.

Photos and/or videos of children, individual or group, may be included online, but all identifying information will be removed.

You may request a change in this policy by filling out and returning this form.

Name of parent/guardian:

Name(s) of child/children:

**PRINTED** publications (Monthly Bulletin, Shabbat Bulletin, promotional brochures, outside publications, such as magazines and newspapers)

\_\_\_\_\_ Do not use my child's photograph in any printed publication.

\_\_\_\_\_ You may use my child's photograph in printed publications, but do not include identifying information.

**ONLINE** publications (website, email newsletter, Monthly Bulletin online)

\_\_\_\_\_ Do not use my child's photograph in any online publication.

\_\_\_\_\_ Do not use a video of my child in any online publication.

\_\_\_\_\_ You may use my child's photograph or a video of my child online with identifying information.

Printed name of Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Return this form to:

Tracy Mozingo, Executive Director

Congregation Beth Israel

701 Farmington Ave., West Hartford, CT 06119

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