



## Privacy Policy

*Last modified: March 2022*

### **INTRODUCTION**

**TEMPLE KOL AMI ("KOL AMI" OR "WE") RESPECT YOUR PRIVACY AND ARE COMMITTED TO PROTECTING IT BY COMPLYING WITH THIS POLICY.**

**This policy describes:**

- **How we collect, use, disclose, and protect the personal information of our members and website users ("you").**
- **Describes the types of information we may collect from you or that you may provide when you visit the website <https://www.kolami.ca/> (our "Website").**
- **Our practices for collecting, using, maintaining, protecting, and disclosing that information.**

We will only use your personal information in accordance with this policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and used for limited purposes.

Privacy laws in Canada generally define "personal information" as any information about an identifiable individual, which includes information that can be used on its own or with other information to identify, contact, or locate a single person. Personal information does not include business contact information, including your name, title, or business contact information.

This policy applies to information we collect, use, or disclose about you:

- On this Website.
- In email, text, and other electronic messages between you and this Website.

The Website may include links to third-party websites, plug-ins, services, social networks, or applications. Clicking on those links or enabling those connections may allow the third party to collect or share data about you. If you follow a link to a third-party website or engage a third-party plugin, please note that these third parties have their own privacy policies and we do not accept any responsibility or liability for these policies. We do not control these third-party websites, and we encourage you to read the privacy policy of every website you visit.

Please read this policy carefully to understand our policies and practices for collecting, processing, and storing your information. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you indicate that you understand, accept, and consent to the practices described in this policy. This policy may change from time to time (see Changes to Our Privacy Policy). Your continued use of this Website after we make changes indicates that you accept and consent to those changes, so please check the policy periodically for updates.

## **INFORMATION WE COLLECT ABOUT YOU**

We collect and use several types of information from and about you, including:

- **Personal information**, that we can reasonably use to directly or indirectly identify you, such as your name, mailing address, e-mail address, telephone number, Internet protocol (IP) address used to connect your computer to the Internet, username or other similar identifier and any other identifier we may use to contact you ("**personal information**").

We provide an opportunity for any user to unsubscribe from our email communication on an ongoing basis by using the unsubscribe mechanism at the bottom of our e-mails.

- **Non-personal information**, that does not directly or indirectly reveal your identity or directly relate to an identifiable individual, such as, demographic information, or statistical or aggregated information. Statistical or aggregated data does not directly identify a specific person, but we may derive non-personal statistical or aggregated data from personal information. For example, we may aggregate personal information to calculate the percentage of users accessing a specific Website feature.

## **HOW WE COLLECT INFORMATION ABOUT YOU**

We use different methods to collect your information, including through:

- **Direct interactions with you when you provide it to us**, for example, by filling in forms or corresponding with us by phone, email, or otherwise (information collected to provide our members and our community with a range of services such as yahrzeit reminders and aliyot, bulletin and general notices and mailings, membership directory, general announcements, including life cycle events, illness and death of family members, assignment to dues category, youth activity announcements, dues collection, membership status determination, fundraising etc.)
- **Automated technologies or interactions**, as you navigate through our Website. Information collected automatically may include usage details, IP addresses, and information collected through cookies, web beacons and other tracking technologies.

## **HOW WE USE YOUR INFORMATION**

We use information that we collect about you or that you provide to us, including any personal information:

- To present our website and its contents to you.
- To provide you with information or services that you request from us.
- To fulfil the purposes for which you provided the information or that were described when it was collected, or any other purpose for which you provide it.
- To provide you with notices about your membership, including expiration and renewal notices.
- To carry out our obligations and enforce our rights, including for billing or to comply with legal requirements.
- To notify you about changes to our website or any services we offer or provide through it.
- To improve our website, products or services.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

We may also use your information to contact you about services and activities offered by Kol Ami that may be of interest to you, as permitted by law. If you do not want us to use your information in this way, please check the relevant box located on the form on which we collect your data (the membership/renewal form) or use the unsubscribe mechanism at the bottom of our e-mails.

### **DISCLOSURE OF YOUR INFORMATION**

We may disclose personal information that we collect, or you provide as described in this privacy policy:

- when we in good faith believe the law requires or authorizes us to do so, including reporting to Canada Revenue Agency of donations received
- when the services we are providing require us to give your information to third parties (for example, to a funeral home, caterer, educator, non-employed clergy)
- where it is necessary to establish or collect dues or contributions
- when we engage in joint activities or programs with other organizations of a religious or communal nature
- if we are involved in negotiations for merger with another congregation
- To contractors, service providers (such as accountants, computer back-up services or archival file storage), and other third parties we use to support our community and who are contractually obligated to keep personal information confidential, use it only for the purposes for which we disclose it to them, and to process the personal information with the same standards set out in this policy.
- To other third parties if you have consented to these disclosures.
- For any other purpose disclosed by us when you provide the information.

- With your consent.

We may also disclose your personal information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request, in accordance with applicable law.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Kol Ami, our members, or others.

## **DATA SECURITY**

The security of your personal information is very important to us. We use physical, electronic, and administrative measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

## **DATA RETENTION**

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Under some circumstances we may anonymize your personal information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

## **CHILDREN UNDER THE AGE OF 13**

Our Website is not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Website. We do not knowingly collect personal information from children under 13. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at [admin@kolami.ca](mailto:admin@kolami.ca)

## **ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes. By law you have the right to request access to and to correct the personal information that we hold about you.

You can review and change your personal information by logging into the Website and visiting your account profile page.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

We will provide access to your personal information, subject to exceptions set out in applicable privacy legislation.

If you are concerned about our response or would like to correct the information provided, you may contact us at [admin@kolami.ca](mailto:admin@kolami.ca).

### **WITHDRAWING YOUR CONSENT**

Where you have provided your consent to the collection, use, and transfer of your personal information, you may have the legal right to withdraw your consent under certain circumstances. To withdraw your consent, if applicable, contact us at [admin@kolami.ca](mailto:admin@kolami.ca). Please note that if you withdraw your consent, we may not be able to provide you with a particular service. We will explain the impact to you at the time to help you with your decision.

### **CHANGES TO OUR PRIVACY POLICY**

It is our policy to post any changes we make to our privacy policy on this page with a notice that the privacy policy has been updated on the Website home page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Website home page.

We include the date the privacy policy was last revised at the top of the page. You are responsible for ensuring we have an up-to-date, active, and deliverable email address for you, and for periodically visiting our website and this privacy policy to check for any changes.

### **CONTACT INFORMATION AND CHALLENGING COMPLIANCE**

We welcome your questions, comments, and requests regarding this privacy policy and our privacy practices. Please contact us at:

**By email:** [admin@kolami.ca](mailto:admin@kolami.ca)

**By phone:** Tel: 905-709-2620

**Located in** 9600 Bathurst Vaughan, ON, L6A 3Z8

We have procedures in place to receive and respond to complaints or inquiries about our handling of personal information, our compliance with this policy, and with applicable privacy laws. To discuss our compliance with this policy please contact us using the contact information listed above.