

This policy governs the use of personal information of members, friends and visitors by Beacon in regular operations, on our website at summitbeacon.org, and for purposes of publicity both online and in print. We believe that the use of images of congregational activities and events is a valuable tool in creating an accurate, attractive and relevant on-line representation of Beacon. Photographs and videos of congregational activities may be posted on our website, used in social media, and printed in our newsletter or other promotional materials. Adults not wishing to be photographed should notify Beacon office in writing. In the case of minors (children under 18 years) no photographs or videos will be posted or printed without the written permission of a parent. The following information can be posted without prior written permission of the person depicted or described: Information about staff members Names of adult members when those members are designated as a contact person for a Beacon event or activity; and Announcements that contain the names of persons in a leadership role, for example, a visiting speaker, musician, etc. Beacon acknowledges the importance of protecting privacy and personal information, and will adhere to all applicable privacy laws. Complete details of the policies and procedures are contained in the document, Privacy Policies and Procedures.

**Beacon
Privacy Policy and Procedures
February 11, 2021**

This policy governs the use of personal information of members, friends and visitors by Beacon in regular operations, on our website at summitbeacon.org, and for purposes of publicity both online and in print.

General Policies:

Use of Images: We believe that the use of images of congregational activities and events is a valuable tool in creating an accurate, attractive and relevant on-line representation of Beacon. Photographs and videos of congregational activities may be posted on our website, used in social media, and printed in our newsletter or other promotional materials. Adults not wishing to be photographed should notify Beacon office in writing. Personal identification information such as names will not be associated with any photograph unless identification is warranted and permission of the individual of the person photographed has been obtained. However, the following images can be posted without prior written permission of the person depicted:

- Photographs of staff members for biographies
- Photographs of staff members leading or attending a Beacon event; and
- Photographs and full names of Board of Trustees members currently serving.

In the case of minors (children under 18 years) no photographs or videos will be posted or printed without the written permission of a parent. Consent forms will be collected annually

through the Religious Education program; parent/guardian consent will be on file for all minors shown in pictures. No names or other identifying information will be posted in association with photos of minors.

Website Policies: Contact Information Personal information about members of Beacon shall not be disclosed on public portions of this site except as determined necessary by the Board of Trustees or the staff of Beacon, and then only by permission.

Specifically:

- No names are used, other than staff, without permission;
- No names of minors will be used under any circumstances; and
- Email addresses are not to be posted without specific permission.

The following information can be posted without prior written permission of the person depicted or described:

- Names, office phone numbers, and extensions of staff persons;
- Narrative descriptions of events which contain the names of staff;
- Staff-provided biographical information for publicity purposes;
- First and/or last names of adult members when those members are designated as a contact person for a Beacon event or activity; and
- Descriptive announcements of Beacon-sponsored events that contain the names of persons in a leadership role, for example, a visiting speaker, musician, author, or local dignitary.

The website www.summitbeacon.org is hosted in the United States. We take seriously the privacy of you as the user of this website and any information we collect from you. This document sets out our Privacy Policy in relation to you and your personal data. The same principles also apply when we collect personal data from you through other channels (email, paper forms, phone calls, etc.).

Revisions to Policy. This Privacy Policy is valid as of the date at the bottom of the policy. Please note that, by using this website, you signify your agreement to this Privacy Policy. If you do not agree to this Privacy Policy, please do not use the website. In our ongoing efforts to provide appropriate protection for personal information, in accordance with changes in the law and at other necessary times, we reserve the right to revise this Privacy Policy from time to time. In the event that we make an amendment, the amended policy will be promptly posted on this website. Your continued use of this website subsequent to changes to this Privacy Policy will mean that you accept such changes. However, you have always the right to opt-out of receiving mailings

from us, and from having us share your contact information with our affiliates and other organizations for the purpose of contacting you.

Concerning the Handling of Personal Information

Beacon acknowledges the importance of protecting your privacy and personal information, and will adhere to all applicable privacy laws.

Collection. We collect data about you when you:

- submit an inquiry or registration form;
- make a donation or sign an online petition;
- participate in some of the online activities we run from time to time;
- subscribe to one of our online services, such as the newsletter or sign-up to volunteer;
- use this website;
- communicate with us (via email, phone, postal mail, etc.);
- otherwise provide your details to us either online or offline.

Information Collected. The elements of your information that we collect may include:

- first and last name;
- address;
- phone numbers;
- email address;
- if you make a donation, payment details such as credit card information (as with other data, credit card information is held in a secure environment and is retained only for as long as is required to process your gift(s));
- website usage data and other related technical information, indicating, for example, your browser type, operating system, Internet service provider, IP address, or the site you clicked from;
- other information you provide to us.

Mobile Opt-In. By providing your mobile number you consent to receive text messages from Beacon. Message and data rates may apply. You can always unsubscribe from messages by texting STOP to opt-out. You can also text HELP for more information. Recurring messages can be expected. We will never sell your number or any other information to a third party.

The wireless operator does not guarantee that alerts will be delivered and will not be held liable for delayed or undelivered messages.

Compliance with Children’s Online Privacy Protection Act. Protecting the privacy of the young is especially important. For that reason, Beacon never collects information through the Website from individuals who Beacon knows are under 13, and no part of the Website is structured to attract anyone under 13. If Beacon becomes aware of having information about anyone under 13, Beacon will promptly delete the information.

Cookies. We further collect personal data from users of the Beacon website through the use of cookies. Cookies are small text files that are transferred either to your computer’s hard drive (“long-term cookies”) or temporarily to your computer’s Random Access Memory (“session cookies”). We use the following type of cookies on the Beacon website:

Type of Cookie*: Name of Cookie, Purpose of Cookie

Performance Cookie: Google Analytics: _utma, _utmb, _utmc, _utmz, Track traffic and user behavior on the website. For more information see Google’s privacy policy <https://www.google.com/policies/privacy>

Performance Cookie: Google Doubleclick, Retargeting Pixel to serve ads to previous visitors to the site based on campaign specific goals and objectives.

You can set up your computer to refuse cookies by turning them off in your browser. You do not need to have cookies turned on to use the Beacon website.

To find out more about cookies or how to delete cookies in your browser, please visit: www.aboutcookies.org

Purpose of Use and Disclosure of Information

We will collect personal information from you only in a fair, reasonable, and lawful manner. We will use such personal information only for the following purposes (unless we have obtained your consent or applicable law requires or permits us to process your information otherwise):

- providing you with personalized service;
- operating this website and understanding its use for statistical purposes (number of site visits, average time visitors spend at the site, etc.) and security purposes;
- managing and processing inquiries, registrations, donations and other interactions with you;
- forwarding petitions you have signed to advocacy targets;
- providing you with information about services we offer such as newsletters, breaking news, reports etc. and informing you of other relevant Beacon activities. We will not send you such information if you object to receiving it from us or if applicable local law does not permit us to send such information to you. Please see our Privacy Preferences below if you do not wish to receive such information;

- other marketing purposes where you have consented (if required by applicable law);
- sharing your contact information with our affiliates and third party organizations we feel could be of interest to you, provided you agree to such sharing and such sharing is legal under applicable local law. Please see our Privacy Preferences below if you do not wish to have your information shared in this way;
- sharing the information you provided us with third party service providers who help us to provide our services and operate. Whenever possible, such sharing of information will be subject to an agreement with each such service provider, requiring such service provider to comply with data protection requirements. We use service providers, which may change from time to time, (among others) to:
 - process donations;
 - operate our website and other IT systems;
 - administer our e-mail lists;
 - complying with applicable laws and regulations.

Privacy Preferences. You may view, correct, or request the deletion of any of your information we have collected from you and stored by us by sending your request by letter at the address below. You may choose not to receive newsletters, invitations and other similar correspondence from us, and/or choose not to have us disclose your personal information to organizations for the purpose of contacting you. You may do this whenever you provide us with personal information by checking the appropriate box on the online or other form. To subscribe or unsubscribe to any of our mailing lists, you may also send a request by email to administrator@summitbeacon.org or by letter to:

Beacon

4 Waldron Avenue

Summit, NJ 07901

If you request that we disclose, modify or delete your information from our databases, or cease to make use of your personal information either temporarily or permanently, we will endeavor to comply with your request as reasonably practicable. Please note that we may need to retain certain information for record-keeping purposes, and there may also be residual information that will remain within our databases and other records to the extent that such retention is legally required and permitted.

You may have the right, under applicable law, to access information held about you. Your right of access can be exercised in accordance with applicable law. Any access request may be subject to a fee.

Proceedings. It is possible that a government or other entity may try to compel us to disclose data. Where reasonable, we will challenge any subpoena or other legal process seeking access to anonymous or personal data we have collected from users of our website and mailing lists or otherwise, however in certain circumstances we may be unable to resist a subpoena or other legal proceedings.

In the event that Beacon is requested in a legal proceeding or otherwise required by law to disclose non-public, private information about one of its members or their family (e.g., interrogatories, requests for information or documents, subpoenas or similar process), Beacon will use reasonable efforts to provide the member(s) with prompt notice of such request(s) and seek an extension of time to respond if the member(s) requests, so that the member(s) may seek a protective order or other appropriate remedy, if they so choose. Beacon will cooperate with the member(s) in asserting the latter's rights and shall provide the member(s) with all relevant information and primary source documents concerning the request, to the extent reasonable under the circumstances.

External Websites

The Beacon website may contain links to external website, such as news sites, international institutions, other non-for-profit organizations or other relevant entities. We do not monitor or control the information collection or privacy practices of these or any other third parties, and are not responsible for their practices or the content of their website. You should review the privacy policies of such third parties to understand how they collect and use information.

Security

We use reasonable physical, technical and administrative security methods to protect the data that resides on our servers and other files. This includes mechanisms to protect your personally identifiable information under our control from loss, misuse, or alteration, such as redundant firewalls and 128-bit SSL encryption of all transactional information exchanged between you and Beacon. We also maintain a Level 2 PCI Certification for credit card processing. In addition, all employees are kept up-to-date on our security and privacy practices. Only employees and advisors who need access to personally identifiable information to perform a specific job are granted access to that information.

Although your privacy is very important to us, due to the existing legal, regulatory and security environment, we cannot fully ensure that your private communications and other personally identifiable information will not be disclosed to third parties. For example, third parties may unlawfully intercept or access transmissions or private communications. Additionally, in the unlikely event we need to investigate or resolve possible problems or inquiries, we can (and you authorize us to) disclose any information about you that may be in our possession to private entities, law enforcement or other government officials if necessary and appropriate.

California Privacy Rights

If you reside in California and have provided your personally identifiable information to Beacon, you may request information once per calendar year about Beacon's disclosures of certain categories of your personally identifiable information to third parties for their direct marketing purposes. Such requests must be submitted to Beacon at administrator@summitbeacon.org.

Your Acceptance of These Terms

By using this Website, you signify your acceptance of this Privacy Policy. If you do not agree to this policy, please do not use the Website.

Contact Information

If you have any questions about this Privacy Policy, including any complaints regarding our handling of personal information, please send an email to administrator@summitbeacon.org or a letter to the following address:

Beacon

4 Waldron Avenue

Summit, NJ 07901