
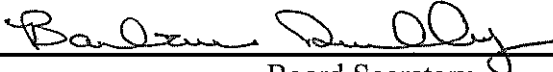


OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Confidentiality & Privacy	
Policy Number:	BOARD – 003	
Department:	Board of Directors	
Purpose:	<p>The proper governance and operation of Ohef Sholom Temple (“Temple”) requires Board directors, officers, committee members, Clergy, employees and independent contractors (“Individuals”) working on behalf of the Temple to maintain confidential information conveyed to them regarding business and other matters conducted for the Temple. The Temple shall ensure through written documentation that all of these individuals are informed and have agreed to the requirements for nondisclosure of confidential and/or proprietary information. The thrust of the Confidentiality and Privacy is both practical/specific and process/interpersonal. The most practical application is for the assurance of confidentiality of anything discussed at an Executive Session of the Board, and by definition, and the signing an agreement operationalizes that requirement. Whenever an Individual has a reasonable doubt as to whether the information in a document or learned in the course of other communications might be confidential and/or proprietary, the Individual should assume it is confidential and/or proprietary unless and until advised to the contrary by someone with the authority to make such determination.</p>	
Effective Date:	July 20, 2017	
Last Revision Date:		

Required Signatures:	 <hr/> Board President
	 <hr/> Board Secretary

Definitions:	<p>Confidentiality. Confidentiality is a set of rules or a promise that limits access or places restrictions on certain types of information.</p> <p>Proprietary Information. Information which, if divulged in violation of the Confidentiality Agreement, would cause harm, embarrassment, or damage to OST, its members, clergy or employees; or which would place OST at a competitive disadvantage in the community and/or among other congregations.</p> <p>Privacy. The quality of being secluded from the presence or view of others.</p> <p>Third Parties. These are people or organizations outside of Ohef Sholom Temple who are not congregants, Board directors, Officers, Committee and Work Group members, Clergy and employees,</p>
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Policy:	<ol style="list-style-type: none"> 1. The Individuals required to meet the requirements of this Confidentiality & Privacy policy shall include Board directors, Officers, Committee and Work Group members, Clergy, employees and independent contractors. 2. All Individuals shall exercise the utmost care to not divulge confidential and proprietary information, which they may become aware of while in the course of performing their duties on behalf of the Temple. In their dealings with and on behalf of the Temple, they shall be held to a strict rule of confidentiality. 3. If any confusion or question arises as to whether a matter may be confidential and/or proprietary, The Individual shall seek resolution with the President of the Board before disclosing this information. 4. To assist Individuals, documents may be marked as confidential with the following, "<i>Information contained in this document is confidential and proprietary and may not be disclosed without the prior written consent of Ohef Sholom Temple.</i>" The absence of such a notation, however, shall not be construed to imply that the document or information in it is not confidential. 5. As regular Board meetings and Minutes are open and available to the congregation, there are no confidentiality requirements or restrictions for discussing the information presented at the meeting. The concern there is not confidentiality. It is rather an issue of respect for privacy, awareness by all participants how they come across to the congregants and others, how they answer any questions that may arise, how they present those issues, and how mindful they are about the impact of any information or opinions they communicate to others. 6. At open Board meetings the impact of confidentiality and privacy may be more about mindfulness, respect, and awareness as an interpersonal function, rather than purely as a specific issue of dissemination of confidential information.
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Procedure:	<p>Annual Questionnaire/Removal.</p> <ol style="list-style-type: none"> 1. Annually, the President and Executive Director shall send to all individuals a copy of this policy, together with an explanation and a Conflict of Interest Statement to be completed and returned (see attached form). 2. Any new Directors, officers, employees, agents, or consultants shall participate in a similar procedure and execute an agreement concurrent with assumption of their responsibilities. A report shall be submitted to the Board of Directors concerning any individuals required to execute the Confidentiality Agreement that have not done so. 3. Based upon the sole discretion of the Board of Directors, any violation of this policy by a Director or officer may result in the Director or officer being counseled by the President, reprimanded or censured by the Executive Committee or the Board or, in the most egregious cases, removed from the Board or their office, or any other appropriate action along that continuum.
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	<p>Violation of this policy by an employee shall be deemed to be a "material breach" and a basis for termination of employment.</p> <p>Executive Session of the Board.</p> <ol style="list-style-type: none"> 1. During all open meetings of the Board, if an item is determined to require a confidential discussion, The Chair will order the meeting to go into an Executive Session. Only voting members of the Board and, staff specifically requested to remain, shall be present. 2. When the Executive session is concluded, a determination shall be made as to what content is to be recorded in the public minutes. Confidential content shall not be in the minutes and instead recorded separately and kept in a secure location with access limited to Officers and Directors who have executed the Confidentiality Agreement.
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<p>Related Policies:</p>	<p>Ohef Sholom Temple Confidentiality Agreement Confidentiality and Privacy Policies: An Introduction</p>
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OHEF SHOLOM TEMPLE

CONFIDENTIALITY AGREEMENT

The UNDERSIGNED PARTY (“Undersigned”), shall treat all information conveyed to it by OHEF SHOLOM TEMPLE (“OST”), or its agents, auxiliaries, and employees, in any form whatsoever, as strictly confidential and proprietary.

In the course of the relationship with OST, its Board, committees, auxiliaries and work groups, the Undersigned will have access to certain “Proprietary Information” regarding the operations of OST and/or of its affiliates such as economic and financial information, correspondence, policies, procedures, data, documents, marketing and other materials for convenience of reference, in this agreement, the definition of “Proprietary Information” includes personal information routinely held confidential by thoughtful persons, even if not of an economic or financial nature (for example, but not limited to, personal health information, information about a personal crisis or information provided to be communicated to a clergy member). The Undersigned will maintain all such Proprietary Information in strict secrecy and will not divulge such information to any third parties not entitled to access to such Proprietary Information, except as such disclosure is required by law. The Undersigned will take all necessary and proper precautions against disclosure of any Proprietary Information to unauthorized persons.

Should the Undersigned wish to utilize, distribute, copy or disclose any confidential or proprietary information or any other information designated as confidential or proprietary by OST to any person not entitled to access to such Proprietary Information, the Undersigned must receive prior authorization, in writing, from the OST President.

Should the Undersigned and OST terminate their relationship, then this Agreement will remain in effect, and the Undersigned shall delete any and all electronic Proprietary Information, and return to OST any and all hard copies of confidential information, and any copies or reproductions in the possession or control of Undersigned.

Signature:

Date:

Print/Type Name: _____

Confidentiality and Privacy Policies: An Introduction

Prepared by Bert Newfield

The Temple has more assets than what you can see around you, than its people, or its finances. Assets include **information**, which is critical for doing the business of our Temple, for maintaining the trust of the congregants and employees, and for ensuring our future.

The rules by which information is handled are determined by the Temple's regulations, business requirements, and ethical considerations relating to the type of information in question. Any information protection policy is part of the overall security and privacy effort of our Temple to ensure the safe, ethical, and appropriate handling of information.

Our Temple relies upon our clergy, employees, and members to properly develop, maintain, and operate our systems, networks, and processes which keep our sensitive information safe and ensure it is correctly and ethically used. It is important that proper methods are followed to prevent copying, disclosure, or other misuse of sensitive, personal, or confidential information.

Jewish law has great respect for privacy. If you want to build a home overlooking another home, you cannot do it in such a way that you would be able to see into your neighbor's house from your window. It would be an invasion of privacy. Gossiping (evil speech) about others or making judgments about their behavior is also prohibited because it means you are looking into an aspect of their existence that is not open to your scrutiny. It's private, between them and God, and if you judge them, you're trespassing. You have failed to respect a boundary.

When we become a part of someone's life, as we do when we are privy to information about them, we have to be careful not to violate the other person's privacy and to respect the boundaries of the relationship. It is this respect for privacy that enables us to nurture relationships.

As soon as we trespass, we destroy the boundaries and damage that relationship. In such an environment, our relationships cannot flourish, whether they are between people or within organizations. Many relationships are damaged not because anyone is doing something very wrong — no one is sinning, no one is deliberately cruel, no one is mean-spirited — but simply because personal information is not respected and there is a failure to recognize borders.

Every Board member, Chair, Committee member, employee, vendor, contractor, agent, or representative of our Temple must be aware of the significance of any information being handled, of the impact it has on others, and of the ethical considerations in its dissemination. This means that at every internal and external level of our organization, every person privy to information has the responsibility to respect that information, to keep it safe, and to handle it ethically, no matter where the information is located. This includes information from Board and Committee meetings, computing systems, networks, paper copies, business processes, and the verbal transmission of information. Penalties for employees violating these policies may include disciplinary actions up to termination of employment or termination of the business relationship with our Temple.

Among those who have leadership responsibilities, such as Board members, Committee Chairs,

and Committee members, there needs to be an awareness of how we transmit information to the congregants and others, how we answer any questions that may arise, how we represent any issues, and how mindful we are about the impact on others of any information we pass on. Deliberate misuse of information may lead to removal from the Board, a Committee, or a position of responsibility.

Therefore, the thrust of any Confidentiality Agreement (CA) is both practical and interpersonal. For example, the most practical application of a CA is for the assurance of confidentiality of anything discussed at an Executive Session of the Board. By definition, Executive Session meetings must be confidential, and signing an agreement operationalizes that function. On the other hand, at open Board meetings, the impact of a Confidentiality Agreement may be more about mindfulness, respect, and awareness of the interpersonal functions of the transmission of information rather than purely as a specific issue of dissemination of confidential information.

It is very important that all Directors, Chairs, or anyone attending a Board meeting be aware of these considerations. All of us must be mindful of issues relating to both the specific application of the rules of confidentiality and to the interpersonal and ethical impact from the dissemination of private and personal information.

We have had several incidents of breaches of confidentiality, disrespect for the privacy of others, and lack of awareness of the impact of passing around information without sensitivity to the effect it has on people. Having a good confidentiality and privacy policy will help to define the standards of proper and ethical conduct and to hold each of us responsible for behavior involving information.