



Data Security, Destruction, and Retention Policy

Effective Date 9/9/2019

Version 1.0



This policy sets forth Shalom Ministries International, Inc's (DBA Discovering the Jewish Jesus) policy regarding the security, destruction, and retention of certain documents and data. This policy covers both paper hard-copies and electronic media. The policy also ensures that documents and data are promptly provided to authorities in the course of legal investigations or lawsuits. If you have any questions or concerns regarding this policy, please contact us using the information listed below.



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privacy@discoveringthejewishjesus.com



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Provision of Documentation and Data for Investigations or Litigation

Documents and data requested or subpoenaed by legally authorized parties will be provided within five business days. No document or data will be concealed, altered, or destroyed with the intent to obstruct any legally authorized request, investigation, or litigation.

Document and Data Security

All documents containing bank card, debit card, or credit card Primary Account (PAN) and the 3- or 4-digit Card Verification Code (CVC) are classified as highly confidential. These documents are kept in a secure, controlled access environment until after the transaction processing has occurred. The PAN and CVC are de-identified through masking.

PAN data stored on electronic media is encrypted. CVC data is used with the initial transaction, but is not stored on any electronic media, hard drive, or on any computer for any reason. No PAN's and/or CVC's are sent via end-user messaging technology (ex. emails, chats) under any circumstances. For further

security, once a computer is retired the hard drive is removed from the computer and stored in a secured, controlled access area.

Document and Data Destruction

All documents and data are destroyed once the retention period has passed. Please refer to the Document and Data Retention Schedule listed below. Hard copies of documents, including credit card holder data, will be destroyed by cross cut shredding. Electronic media copies of documents and data will be destroyed by any means proven to obliterate the data beyond any reasonable effort to recover.

Document and Data Retention Schedule

At least one copy of each type of document or data listed below will be retained according to the specified time periods listed below. The types of information that may be retained with the documents or data is listed in our "Privacy Policy". Document and data review and deletion will be performed on an as-needed and/or quarterly basis to ensure compliance with the retention schedules listed below.

❖ 7-Year Minimum Retention

If you have donated to, or purchased merchandise from, Discovering the Jewish Jesus, we are legally required to retain records of these transactions for a minimum of 7 years.

- Bank deposit reports related to donations and product orders
- Acknowledgement letters, receipts, and tax statements
- De-identified or encrypted credit or bank card information and reports related to donations and product orders.

❖ 2-Year Retention

If you have provided personal information to Discovering the Jewish Jesus by postal mail, email, or by phone that is not directly related to a donation or product order, your personal information data will be deleted after 2 years.

❖ 1-Year Retention

If you provided information by using our website <https://discoveringthejewishjesus.com/>, and the information is not directly related to a donation or product order, your data will be deleted within 1 year.

- This type of data includes, but is not limited to, items like prayer requests, testimonies, requests for information, customer service requests, and cookie permissions.

❖ 90-Day Retention

- Original copies of checks and envelopes related to donations or product orders
- Original copies of envelopes that contained cash donations or product orders
- Recorded phone calls
- Voicemails
- Emails.

❖ Immediate Destruction After Intended Use

Data and documents will be deleted or destroyed after their intended use. This policy only applies if the document or data is not needed for future follow-up, is not governed by one of the other Document and Data Retention Schedules, and is not needed for legal purposes.

- This type of data may include, but is not limited to, items that are received in the postal mail, like prayer requests, testimonies, and letters.