

## AAMG Privacy Policy

Adopted by the AAMG Board of Directors  
October 17, 2015

### Overview

This privacy policy discloses the privacy practices for the Association of Academic Museums & Galleries (aamg-us.org, herein referred to as “we,” “us,” and the “website” interchangeably). This privacy policy applies solely to information collected by this website. It will notify the end user (“you”) of the following:

1. What personally identifiable information is collected from you through the website, how it is used, and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### Information Collection, Use, and Sharing

AAMG stores member information provided at the time of joining our organization on a third-party membership management software program. Access to this database is limited to AAMG’s Board of Trustees and the Membership Coordinator, a contract employee position. Each Board of Trustee and the Membership Coordinator sign privacy statements forbidding their personal use of data found in this database. AAMG collects and stores contact information from individuals as it is knowingly provided to us, including email addresses. We use this information to contact individuals via email and mail with additional resources that might be of interest, including upcoming events and trainings, conferences, or other resources. You may choose at any time not to provide personally identifiable information, although this may restrict our ability to provide requested services or information.

AAMG may use or share your personal information where it is necessary to complete a transaction or to do something that you have explicitly asked us to do. AAMG uses other third parties such as a credit card processing company to process fees, dues, and purchase payments for services and goods. These third parties are prohibited from using your personally identifiable information for promotional purposes.

The following are examples of personally identifiable information that you may volunteer to provide and examples of how we use such information:

**Email Addresses:** AAMG collects email addresses from users who create online accounts, register for events, or subscribe to our listserv. AAMG may use your email address to send you emails from AAMG, including marketing emails, member updates, or email newsletters. All such emails include an unsubscribe link that you may use to remove your email address from the list.

**Mailing Addresses:** AAMG collects mailing addresses of users who register for events such as conferences and/or workshops. AAMG may send via mail member newsletters, brochures or other promotional items. To opt out of any mailings from AAMG, contact us at [academicmg@gmail.com](mailto:academicmg@gmail.com).

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Online Forms: Those who create online AAMG user accounts and/or register for AAMG events, often provide information about where they work, their job title or areas of interest. AAMG uses this information solely to facilitate information sharing between AAMG and the individual. Individual workplace information and individual organization affiliation information is not distributed by AAMG on this website or elsewhere, and is not shared with third parties without the consent of the individual.

#### Your Access to and Control Over Information

AAMG provides all individuals, institutions and corporate members the opportunity to opt out of having your personal information used for certain purposes. If you are a member of AAMG, have registered for an event, or no longer wish to receive promotional communications, you may also opt out of receiving such communications by sending an email to [aacademicmg@gmail.com](mailto:aacademicmg@gmail.com). Additionally, as noted above, any organization or individual may request their information be omitted from lists provided by AAMG to third parties by contacting us at email [aacademicmg@gmail.com](mailto:aacademicmg@gmail.com) and expressing its preference not to have its information shared.

#### Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

#### Photographs

AAMG takes photographs and videos during public events and solicits media from our membership for AAMG membership promotion and advertising purposes. We occasionally distribute these materials through our website, social media platforms, email, and other electronic and printed means. Photos and videos are taken by AAMG staff, or by persons authorized by AAMG to take photos and videos on AAMG’s behalf.

If you see that you are included in a photograph or video distributed by AAMG and would prefer that it not be distributed, please contact AAMG at [communications@aamg-us.org](mailto:communications@aamg-us.org) with details relating to the specific photograph or video. We will remove it from circulation to the best of our ability.

#### Registration

In order to register as a member of AAMG, you must first complete an online registration form. During registration, you are required to give certain information (such as name and email address, as well as payment information). This information is used to process your membership dues and contact you about the membership services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

#### Cookies

We use “cookies” on this site. A cookie is a piece of data stored on a site visitor’s hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

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### External Links

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### Surveys & Contests

From time-to-time our website requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as zip code, age, etc). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site and our membership services.

### Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 765-630-7202 or [academicmg\[at\]gmail\[dot\]com](mailto:academicmg@gmail.com).

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