



1. **Our Policy.** This Privacy Policy covers the Classical Mandolin Society of America's (CMSA) treatment of personal information or personally identifiable information that may be collected or submitted when the web-site user ("you") are using our website or services. This Policy does not apply to companies that the CMSA does not own or control, or to individuals that are not under the organization's supervisory control.

Please understand that whenever you voluntarily disclose Personal Information online this information cannot be made one-hundred percent secure and, in some cases, that information can be intercepted, collected and used by others. However, we work hard to protect your information at all times, and protect your information in several ways. Your information is stored on a secure server that the CMSA and its authorized personnel can only access through a password. Additionally, we encrypt your information to prevent third parties without authorization from intercepting your information when it is in transit to us.

2. **How we Collect Your Personal Information.** While using the CMSA's website you may submit Personal Information when becoming a member of the organization, registering for the annual convention, ordering other services or posting content. Depending on the service or process, the Personal Information you may be asked to provide is your:

Name  
Postal Address  
Email Address  
Phone Number  
Credit or Debit Card Information  
Age  
Gender or other demographic information or location information

Personal Information may also be collected, or your IP address logged, when you visit CMSA's website. Your IP information allows us to understand how you use our site and enables us to make changes to our site in order to improve your experience. Information regarding your computer, your connection to our website (such as your browser type, operating system, and platform) and your user history (including, but not limited to, your session information, page errors and the length of your visits to specific pages within our website) may also be collected.

3. **Our Use of Cookies.** CMSA uses cookies to remember certain user information. Cookies are electronic identifiers that are transferred automatically to your computer through your browser that allow our computers to save certain information you provide us and store information about you so we can recognize you when you visit our website in the future. This allows you to avoid logging in more than once, which saves time, and create a customized website that fits your needs. You may at any time, disable or refuse to accept cookies by changing the preference or settings on your web browser. If you



choose to disable cookies, you will still be able to use our website. However, you will not be able to fully take advantage of certain automation and other functionality features.

4. **How We Use Your Personal Information.** CMSA may use the Personal Information you provide for purposes such as carrying out your registration for membership in the organization or for a convention; fulfilling your requests for products and services (including purchases); improving the content and overall look and feel of our website and services, contacting you, conducting research, providing anonymous reporting for internal clients, contacting users regarding changes to our website or organization, and customizing the content that you see on the CMSA's website. CMSA may also retain the details of purchases and other transactions or payments made with us or the partners affiliated with our website.
5. **How Your Personal Information is Disclosed.** It is CMSA's policy not to disclose, sell or rent your Personal information to any individual, business, government entity or outside parties except: (i) to provide products or services you've requested through us; (ii) in response to a validly-issued subpoena, court order, or other legal process; (iii) when necessary to establish or exercise our legal rights or defend against legal action; or (v) where you request CMSA to do so.
6. **Setting Up User Accounts.** CMSA allows users to set up personal accounts to register for membership in the organization, to access members only content and to register for conventions and other goods and services. You have the ability to edit information you provide at any time and may delete your account at your convenience by visiting your user profile settings. Unless CMSA is required to respond to court orders, subpoenas or comply with applicable law CMSA will use its best efforts to ensure that unauthorized third parties do not access your user account information.
7. **Correcting Your Personally Identifiable Information.** You are responsible for ensuring that all Personal Information you provide on the website is maintained and kept current.
8. **Web Statistics and Shared Data.** We collect and use IP addresses to analyze trends, administer the site, track user movement within the site and gather broad demographic information for reporting and sponsorship purposes.

From time to time, we may use this information to better design our website and to share with select advertising partners, sponsors, and/or affiliates however IP addresses are not linked to Personal Information. For example, we may tell an advertiser that X number of individuals visited a certain area of our website, or that Y number of men and Z number of women filled out our registration form, but we will not disclose to these partners, sponsors and/or affiliates anything that could be used to personally identify those individuals.



9. **Children's Privacy.** Protecting the privacy of children is especially important to us. For that reason, we require that our members are above the age of 18 or is a member under a household membership created by a parent or legal guardian.
  
10. **Scope of this Policy; Third Party Websites.** Although this policy applies to all the information obtained from you for the purpose of accessing or using content controlled and owned by the CMSA, it does not apply to businesses or entities that are not owned or controlled by us.  
  
This website contains links to other third party websites. Please be aware that CMSA does not claim any responsibility for the privacy practices of these third party sites. We encourage you to be aware when you leave our site and to take reasonable precautions when sharing your personally identifiable information on third party websites.
  
11. **Opt-In Policy.** By becoming a member of the CMSA, you agree to receive information related to your membership, member benefits, such as the Mandolin Journal, and other useful information from us.
  
12. **Encryption.** All user account pages are protected with Secure Socket Layer ("SSL") encryption. All user accounts must be accessed with usernames and passwords. You are advised not to share your username and password with any other person.
  
13. **Amendments.** CMSA reserves the right to amend this policy at any time. CMSA will contact registered users by e-mail, and shall also post a notice of change on its website, when and if the terms of this policy are amended.
  
14. **Contact.** You may contact CMSA directly by e-mailing [webmaster@classicalmandolinsociety.org](mailto:webmaster@classicalmandolinsociety.org) should you have any questions regarding this policy.