

## **Colorado State Music Teachers Association**

### **PRIVACY POLICY**

The Colorado State Music Teachers Association ("CSMTA") respects the privacy of its members and visitors to its website. The following Privacy Policy explains how CSMTA collects, uses, and safeguards your information.

#### **INFORMATION COLLECTION**

Visitors to CSMTA's website are anonymous. Personal information, such as your e-mail address, is not collected. Your IP address (computer Internet address) is traced, but not linked to any personally identifiable information, so that CSMTA may track the number of visitors to various areas of the website and the amount of time that is spent in each area. Other information that may be collected automatically is the type of computer and operating system you are using, which is supplied by your browser.

When you register for a conference, become a member, or purchase/request a product or service, we collect information you provide, such as your name, address, telephone number, e-mail address, and credit card information.

#### **INFORMATION USE**

##### ***Association Use***

Because of the special relationship we seek to maintain with our members, CSMTA may, on occasion, send you e-mails regarding the association, news, events and products.

CSMTA publishes a member directory on its website. This directory includes selected contact information only those members who request to be listed. Members who wish to be included in the directory must contact [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net) via e-mail, or mail a written request to: CSMTA Executive Assistant, P.O. Box 280575, Lakewood, CO 80228-0575. Listed members may at any time request changes in their directory information, or request to be removed from the directory by contacting this same e-mail or postal address.

##### ***Third-Party Use***

CSMTA also makes member contact information available to third parties offering products and services. This limited information may include names, job title, company/institution/studio and address. Phone numbers, fax numbers, and e-mails will not be disclosed. Users may request that CSMTA not disclose to third parties the data it collects by contacting [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net) or CSMTA Executive Assistant Eneida Larti, 5181 S. Eaton Park St., Aurora, CO 80016

##### ***Credit Card Account Information***

CSMTA does not disclose credit card information provided to it by members or visitors. Credit card account information is used only for obtaining payment for goods or services provided. Information is submitted to the appropriate clearinghouse, and not disclosed in any other way.

#### **DECLINE E-MAIL**

At any time, you may discontinue receiving e-mails from CSMTA simply by replying to the e-mail and informing CSMTA of your desire. All e-mails you receive from CSMTA will provide an opportunity to decline further e-mails.

## **LINKS TO OTHER SITES**

The CSMTA website includes links to other websites. ~~Since~~ Because CSMTA has no control over and is not responsible for the privacy policies or contents of those websites, CSMTA encourages you to review the privacy and other policies of those websites.

## **PRIVACY POLICY UPDATES**

CSMTA has tried to create a privacy policy that is comprehensive, readable, and thorough. Despite our best efforts, we may find it necessary to revise it. Any changes may be made without prior notice. The current CSMTA Privacy Policy will continue to be posted on our website. If you have questions or comments about our Privacy Policy, please send them to [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net).

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