

# Privacy Policy

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## Alabama Music Educators Association (AMEA) Privacy Policy

AMEA takes your privacy seriously.  
Please read the following to learn more about our privacy policy.

### What this privacy policy covers

- This policy covers how AMEA treats personal information that AMEA collects and receives. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.
- This policy does not apply to the practices of Associations or Companies that AMEA does not own or control or to people that AMEA does not employ or manage.

### Information we collect and use

- AMEA collects information when you become a member of NAFME/AMEA. When you login we ask for information such as your preferred email address and work information. For some financial services we may also ask for your Social Security Number and/or Drivers License Number and date of birth. Once you sign into our services, you are not anonymous to us.
- AMEA collects information about your transactions with us.
- AMEA automatically receives and records information on our server logs from your browser, including your IP address, AMEA cookie information, and the page you request.
- AMEA uses information for the following general purposes: to customize the content you see, fulfill your conference registration requests, improve our services, contact you, conduct research, and provide anonymous reporting for internal clients.

### Information Sharing and Disclosure

AMEA does not rent, sell, or share personal information about you or students registered by you except under the following circumstances:

- We provide the information to trusted partners who work on behalf of or with AMEA under confidentiality agreements. These companies do not have any independent right to share this information.
- We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims;
- We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or as otherwise required by law.

### Cookies

- AMEA may set and access AMEA cookies on your computer.

### Your ability to edit your Membership Information

- You can edit your AMEA membership information at any time.
- We reserve the right to send you certain communications relating to AMEA service, such as service announcements, and administrative messages that are considered part of your NAFME/AMEA membership.

### Confidentiality and Security

- AMEA will maintain practices and procedures designed to ensure the security, integrity and confidentiality of Member information.
- We restrict and limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you in order to do their jobs.
- We have physical, electronic, and procedural safeguards to protect personal information about you.
- When credit card or checking account information is transmitted online, AMEA uses industry standard security measures called SSL (secure socket layer encryption), your information will be automatically encrypted, or encoded, before it is sent over the internet.
- AMEA will monitor and adopt, as appropriate, new technological improvements that are designed to aid in ensuring the accuracy and security of Member information.

### Fraud

- In the unlikely event that you experience unauthorized use of your credit card, promptly report the fraudulent activity to your credit card company. Under the Fair Credit Billing Act, you are only liable for the first \$50 of fraudulent charges. Please check with your credit card company to verify specific terms and conditions.

### Changes to this Privacy Policy

- AMEA may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your membership information or by placing a prominent notice on our [site](#).

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