



American Guild of Organists

NATIONAL HEADQUARTERS AND THE AMERICAN ORGANIST MAGAZINE
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Privacy Policy

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The American Guild of Organists (AGO) respects the privacy of its members and other visitors to its website and to the websites of its local chapters. The AGO strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, the AGO has implemented this privacy policy.

What Information Does AGO Collect?

The AGO uses the data that it collects to help us better serve our members. It is our policy to collect and store only personal information that our members and visitors knowingly provide. If our privacy policies change, we will notify all users by e-mail or a special announcement placed on the AGO website.

From General Users:

The AGO does not collect personal information from users browsing its website. Only aggregate data -- such as the number of hits per page -- are collected. The AGO uses Google Analytics to analyze visitor behavior on its website. Aggregate data are only used for internal purposes and do not provide any personally identifying information.

From AGO Members:

As a membership association the AGO collects and maintains relevant data on its members. All member data is kept on secure servers hosted by American Technology Services (<https://www.networkats.com>). The following data elements are collected and maintained on current and lapsed members:

- Salutation
- Full name
- email address
- Phone numbers
- Primary Address
- Additional Addresses
- Date of Birth
- Consent or Non-Consent to be Included in a Chapter, State, or Regional Directory
- AGO Certification records including test results, dates and Pass/Fail status
- Academic Credentials

- Death Date
- Personal website
- Invoice by Email or postal mail
- Consent or Decline to receive offers from third-party vendors
- Mailing history
- Open invoices (if any)
- Functions/Contacts (AGO roles and responsibilities; honors and awards, participation in Guild programs)
- Chapter Officer positions
- Financial history including contributions, purchases, and dues payments. (Only the last 4 digits of a credit card and expiration date will be stored when a credit card is used for a purchase.)
- Transaction history (changes to data, payments, chapter positions, etc.)
- Ward and stake for LDS volunteer organists

ONCARD

The AGO maintains a system called ONCARD, which allows its members to pay dues and update personal data in a secure (https), password-protected environment.

ONCARD also allows chapter officers to create and maintain chapter-specific data on chapter members in a secure, password-protected environment. Each chapter creates and maintains its own data fields, but the data is stored on the same servers as data maintained by the national office.

Conference Registrants

The AGO hosts a national convention in even-numbered years, and up to seven regional conventions in odd-numbered years. Conference attendees provide basic personal information at the time of registration. All data is maintained by Cvent (<https://www.cvent.com>). Their privacy policy is available here: <http://www.cvent.com/en/privacy-policy-global.shtml>. Conference registrants have access to other registrants who have opted in to the attendee directory available through the Crowd Compass mobile app. Contact and registration information of attendees is not shared by Cvent, the AGO, or the Convention host chapter with other registrants or third parties without the user's permission.

Conference registrants may share their contact information with other registrants through the private message service included in the Crowd Compass mobile app.

Using Cvent, AGO conventions maintain selected membership information referenced above (Full name, email address, Phone numbers, Primary Address, AGO Certification, Academic Credentials), and all information provided or updated during the registration for AGO conventions in Cvent, including: registrant's name,

postal address, email address, telephone numbers (2), attendance selections, and the last four digits of the credit card used for registration payment.

Job Board

The AGO hosts a job postings section on its website through Web Scribble (<https://jobs.agohq.org/>). Using Web Scribble, the AGO may collect and retain information relating to job openings and job applicants.

Store Customers

The AGO maintains an online store through which customers can purchase items of interest. Purchases can be made via the AGO website, telephone, or USPS. A history of store purchases is retained as part of a customer record that includes mailing address, telephone, and email address.

Scholarship and Competition Applicants

The AGO manages scholarship programs and competitions through a website called SlideRoom (<http://www.slideroom.com/>). Using SlideRoom, the AGO may collect and retain information relating to applicants and awards. Applications that result in a scholarship award become the property of the AGO. AGO retains for three years the financial and personal information submitted in scholarship applications that do not result in scholarship awards.

Sensitive Personal Data

The AGO does not collect or maintain sensitive personal data such as race, ethnic origin, sexual orientation, political opinions, religious or philosophical beliefs, trade union membership, genetic data, etc.

Data Profiling

The AGO does not engage in automated processing of personal data with the intent of predicting and/or influencing behavior.

AGO Member Services and Products.

Generally, AGO uses data collected to provide services to its own members, update and enhance its own website content, respond to visitors' interests, needs and preferences; and to develop new products and services.

Disclosures to Third Parties.

In the past the AGO provided member contact information to a printer in order to produce an AGO Membership Directory. The Membership Directory was available for purchase to AGO members. The production of this printed directory has been discontinued.

Credit Card Account Information.

AGO does not disclose credit card account information provided by its members and customers. When members and customers choose to pay using a credit or debit card, AGO submits the information needed to obtain payment to the appropriate clearinghouse. The last four digits of the card and the expiration date are retained on secure AGO servers.

How Does AGO Use Cookies?

Cookies are files that contain information created by a web server that can be stored on a User's hard disk for use either during a particular session ("per-session" cookie) or for future use ("persistent" cookie). The AGO does not knowingly use cookies to facilitate automated activity, store and track passwords, determine appropriate solicitations, or review navigation patterns. Cookies are not used to disseminate significant information about users over the Internet or to analyze any information that users have knowingly or unknowingly provided.

What Privacy Issues Arise with Links to Other Sites?

The AGO website contains links to other websites. AGO has no control over and is not responsible for the privacy policies or content of such sites.

What Means of Redress Are Available?

If any visitor to the AGO website suspects that the AGO has handled its personal information in a manner that does not comply with this privacy statement, please [Email us](#) or call 212-870-2310.