

## MAA Privacy Policy

The MAA follows standard best-practices for ensuring the safety of personal and association information.

### *What information is collected?*

We get information from membership forms; show and workshop registrations; and sales records. Summary information is included in the minutes of meetings; the monthly newsletter; financial and other reports.

### *How is the information used?*

We use the information to keep an updated list of members; to analyze information to make decisions; and to produce reports on MAA activities.

### *What member personal information is put on the website?*

The only personal information that we put on the website is that for which we have gotten consent such as a member's biographical information in the artist gallery; links to member websites; and summary reports from MAA activities.

### *How is information on the website protected?*

We have set up automatic monitors to prevent others from accessing the sensitive areas. More importantly, we post *only* information received by consent. We also check activity logs for unusual activity and have other security measures to keep out unwanted intrusions to the MAA website.

### *Do we share the information with outside parties?*

The Membership Database and Financial records are private and we follow standard Privacy practice. We do not as yet have a non-Disclosure agreement but the understanding is that we do not allow access to private information to anyone but members of the Executive and the Webmaster.

### *Can you change or remove my personal information?*

Yes. Send a note to the Membership Coordinator. They will remove or change personal information you have concerns about.

### *What about references to other web pages?*

We post references related to Arts and Arts MAA members under Member Events.