

Orchestrating Success



in the Mountain State

WVMEA PRIVACY POLICY

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West Virginia Music Educators Association. Our postal address is 1100 Montrose Drive, Charleston, West Virginia. Our services are primarily targeted toward professional music educators and college music education students. WVMEA values the support of our members, donors, customers, and others who support the West Virginia Music Educators Association through visiting our web site, attending our regional festivals and our annual In-Service . We know that protecting personal information is important to our supporters.

To make our Privacy Policy easy to find, we make it available on our website, wvmea.org. If you have questions or concerns regarding our site's privacy statement, contact WVMEA directly.

1. **General Browsing Information** – If you visit our site to read or download information, we may collect and store the following general information in order to analyze trends, gather broad demographic information, and monitor site traffic patterns that can help us further develop and improve the design and functionality of our site: your computer's IP address, browser type, and operating system, the date and time you access our site, the Internet address of the website from which you linked directly to our site; and the various pages that you visit while on our site.
2. **Personally-Identifiable Information** – We will explicitly notify you before we collect any personally-identifiable information about you (e.g., your name, email address, contact information, etc.), and will not collect any information unless you choose to provide it to us (i.e registration forms). This information may be shared within our organization for the purposes of responding to any comments or questions you submit and/or providing follow-up information about our organization. WVMEA also makes member contact information available to third parties offering products and services. This information may include names, job title, institution, institution address, and institution phone number. Fax numbers and emails addresses are not disclosed. Users may request that WVMEA not disclose to third parties the data it collects by contacting the Executive Secretary.
3. **Publicly Sharing Your Information** – WVMEA often receives information from website and social media visitors who have successfully participated in our programs and/or employed our resources. In certain instances, we would like to publicly share the comments and stories we receive by posting this information on our website or on one of our social media outlets. We will not, however, publicly share ANY information we receive on our website/ social media sites without first receiving the express consent of the individual who submitted the information. Furthermore, we will not post information in any way that specifically identifies the sender of that information unless the sender approves it.
4. WVMEA reserves the right to amend this policy at any time.