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## AGU MASTER PRIVACY POLICY

The American Geophysical Union (AGU) is committed to protecting your privacy and we honor your right to make choices about what information to share about yourself. This privacy policy (“Privacy Policy”) describes how AGU collects information, including certain personally identifiable information, and how AGU may use, process, and share such information.

AGU reserves the right to change this Privacy Policy at any time. Please check back frequently in order to see changes. Your use of the AGU website(s), including any AGU apps (the “Sites”), constitutes your acceptance of the Privacy Policy, including changes made from time to time.

Because of the nature of our business, AGU services and benefits are not designed to appeal to minors, and we do not knowingly attempt to solicit or receive any information from children. To the extent that minors under the age of 13 do use an AGU web site and AGU is able to determine the age of web site users by their submissions to, or communications with AGU web sites, AGU will not knowingly collect information from such minors without their parent’s or guardian’s verifiable consent.

Every AGU officer, volunteer, member of staff, and AGU member who has access to data or personal information collected by AGU is charged with respecting the privacy of those who provided it, and is expected to respect the AGU Privacy Principles, and to follow this Policy.

## COLLECTION AND USE OF INFORMATION

To serve our vision - to galvanize a community of Earth and space scientists that collaboratively advances and communicates science and its power to ensure a sustainable future - AGU collects information about those who engage with us and/or visit our Sites. This information and the data derived are used, in part, to improve the communication and sharing of science, to understand and improve programs and websites, and to serve the interests of members, authors, meeting attendees and others.

Here are some examples of the types of information AGU may collect and how we may use it. Personal information is collected such as your name, mailing address, phone number, e-mail address, other contact information, and credit card number. Other non-personal information, such as education, employment data, gender, demographic information, and other scientific interest related information is also collected.

Once collected, AGU may use this information in a variety of ways including, but not limited to:

1. To communicate with you about your membership, if applicable, or to communicate information about AGU. For example, we may send all new users a registration e-mail, and we will also occasionally send important notices or information.

2. To provide you with prompt and effective customer service.
3. To fulfill and/or deliver products and services such as subscriptions, meeting registration, submission of articles, administer scientific awards and honors, and in various other interactions.
4. To build higher-quality, more useful services, such as by analyzing usage trends, and by measuring demographics and interests regarding specific areas of the Sites.
5. To conduct internal assessments of AGU programs and membership; additionally, these data, in a consolidated form, may be used in publicly distributed statistical descriptions and studies of the AGU constituency.
6. To help us understand membership trends, and gender and age differences with respect to perspectives about and usage of programs and the creation of new program offerings.

AGU members may add, correct, or update their personal information through a form on the AGU website or by contacting Member Services by phone at : +1-202-462-6900 (toll free in North America: 800-966-2481) or by e-mail at [service@agu.org](mailto:service@agu.org).

## SHARING WITH THIRD PARTIES

AGU's online Membership Directory contains basic contact information and membership data including Section and Focus Group affiliations. It is provided to facilitate personal communication between members only. The downloading of large numbers of records is forbidden. Access to the Membership Directory is restricted to members and requires a personal log-in. Members are responsible for the the security of data that they access and for keeping their own access codes confidential. The activity in member accounts is also monitored by AGU to identify patterns inconsistent with permitted personal use. A member account may be temporarily inactivated if it appears that it is being misused.

AGU does not sell or rent postal or e-mail lists. AGU will occasionally mail or e-mail a notice or survey on behalf of another organization to selected groups of AGU members and others who are engaged with AGU, when such material is deemed to be beneficial to those to be contacted, or to help advance the scientific mission of AGU. Such mailings and e-mails are subject to the review of staff members and/or AGU officers, depending on the nature of the message.

AGU reserves the right to disclose information, including personal information obtained through the Sites, when disclosure is required by law or in a good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on AGU; (b) protect or defend the rights or property of AGU; or (c) protect the personal safety of AGU

officers, personnel, members, volunteers, or members of the public in appropriate circumstances.

## **OPT IN/OPT OUT**

AGU reserves the right to offer either an opt in or opt out option depending on the situation and the type of information being collected. Any individual may decline to provide information requested by AGU. In this case, AGU may be unable to provide services for which such information is needed for security and/or identification purposes. Members may restrict the publication of all or selected elements of their personal information in the Membership Directory, and subscribers to any AGU online service can stop the service by sending an e-mail message to [service@agu.org](mailto:service@agu.org), telephoning +1-202-462-6900 (toll free in North America: 800-966-2481), or by writing to AGU, 2000 Florida Ave. NW, Washington, DC 20009.

## **ACCESS TO AND ABILITY TO CORRECT DATA**

Upon request via postal mail, email, or telephone, AGU will provide Members or users with a summary of any personally identifiable information retained by AGU regarding the Member or user. Members or users may modify, correct, change, or update personally identifiable information that AGU has collected through the Site or may cause their personal record to be removed from AGU's database by contacting AGU through a form on the AGU website or by contacting Member Services by phone at : +1-202-462-6900 (toll free in North America: 800-966-2481) or by e-mail at [service@agu.org](mailto:service@agu.org).

## **KEEPING DATA ABOUT INDIVIDUALS SECURE**

Sensitive demographic information is stored in a separate, secure database that is not accessible via the Membership Directory.

Credit card information provided to AGU via its websites is transmitted via a secure server with commercial encryption software. Those not able to use a secure server may opt to place the order another way, via phone, fax, or postal mail. To comply with credit card company requirements, AGU stores certain information for 3 years from the date of the transaction. When requested by the card holder, AGU will retain credit card information for future specified uses.

Procedures have been employed to safeguard the security and integrity of your information. Although AGU takes these measures to safeguard against unauthorized disclosure of a user's data or personal information, AGU cannot control Internet transmissions and cannot guarantee or warrant that data or personal information transmitted to AGU will never be compromised.

## **COOKIES AND OTHER TECHNOLOGIES**

A "cookie" is a file that a website stores in a user's computer for future reference. Individuals may set their browsers to reject cookies; however, there are AGU services, like meeting abstract and journal article submissions that will not function unless the user accepts the AGU cookie. For example, when a user returns to that AGU service, the cookie will identify the user as a

previous visitor. Information supplied through an AGU cookie is used only by AGU to help enhance services provided and is not shared with others.

Web “beacons” are transparent pixel images embedded at certain points on websites that are used to collect information about how users navigate and use the website for the purpose of understanding and improving the function of the site and the value of the content. AGU uses cookies or other trackers to improve some of its services, provide enhanced functionality on the site, and to aggregate traffic data (i.e., what pages are most popular).

“Cookies” and “beacons” may also be utilized by the third parties that we contract with to provide certain functions. You may block or disable cookies or other trackers by changing the settings on your browser, but doing so may prevent you from accessing certain functionalities on the Sites.

## **THIRD PARTY WEBSITES AND SERVICES**

AGU provides links to other websites, including social media websites, that are not controlled by or contracted to AGU. A link from the AGU website is not an endorsement of any company, organization, or individual. AGU is not responsible for the privacy practices or the content of those sites. AGU contracts with a 3<sup>rd</sup> party service provider for web or program transactional services. In those cases, AGU will strive to ensure that 3<sup>rd</sup> party privacy practices are aligned with and abide by the AGU Privacy Principles and Policy. You should review third party privacy policies in connection with visiting other sites.

## **INTELLECTUAL PROPERTY RIGHTS AND PROTECTION VS PERSONAL PRIVACY**

Protection of intellectual property is a responsibility of the individual AGU member. AGU has policies and practices in place to help support this protection. Violation of intellectual property rights are legally covered through intellectual property laws, and not privacy laws. Likewise, AGU Ethics Policy rather than AGU Privacy Policy are applicable for Intellectual Property concerns. Members are asked to contact the legal officers at your home institution or organization, and to send a message to [Ethics@agu.org](mailto:Ethics@agu.org) if you believe you have experienced an intellectual property violation related to AGU programs.

## **CHANGES TO POLICY**

AGU reserves the right, at any time, to add to, change, update, or modify this Policy, simply by posting such addition, change, update, or modification on this Site. Any such addition, change, update, or modification will be effective immediately upon posting on the Site.

## GOVERNING LAW

This Privacy Policy and the privacy practices of AGU will be subject exclusively to the laws of the District of Columbia within the United States of America. AGU makes no representation that this Privacy Policy and such practices comply with the laws of any other state or country.

Visitors who use the Site and reside outside the United States do so on their own initiative and are responsible for compliance with local laws, if and to the extent local laws are applicable. If you reside outside of the United States, by using the Site, you consent to the transfer and use of your information outside your country.

## QUESTIONS REGARDING THE PRIVACY POLICY

If you have any questions about our Privacy Policy or Privacy Principles, or the use of this Site in general, please contact us by e-mail at [Privacy@agu.org](mailto:Privacy@agu.org)

Last Modified: **5 May 2016**