



# THE MUSCULOSKELETAL TUMOR SOCIETY

## MSTS PRIVACY POLICY

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The Musculoskeletal Tumor Society (MSTS) understands how important your privacy and safety are to you and respects your privacy. This Privacy Policy explains how the MSTS collects, uses, and safeguards information on [www.msts.org](http://www.msts.org), invoices, registrations, microsites, mobile applications, member profiles, Find a Doctor, membership directories, and any other digital and print services and properties officially operated or used by the MSTS from time to time.

### Changes to the Privacy Policy

As the MSTS, its membership, its programs and services change from time to time, this Privacy Policy is expected to change as well. The MSTS Executive Committee reserves the right to amend this Privacy Policy at any time, for any reason. The date of the last revision to the Privacy Policy will be indicated by the "Last updated" date at the bottom of this page. Any material changes to this Privacy Policy will be communicated to our membership immediately.

### Information We Collect

1. **Personally Identifiable Information:** We may collect information that identifies you ("Personally Identifiable Information") when you interact and provide such information with the MSTS such as, but not limited to, when applying for membership, registering for a MSTS event or program, purchasing MSTS products or services, submitting educational proposals (i.e. abstracts, posters, etc.), requesting information, etc. The types of Personally Identifiable Information collected will vary based on the services offered, but may include, among other things, your name, address, phone number, birth date, gender, billing and delivery information, e-mail address, credit card information, educational background, participation in events and programs, and AAOS identification number.
2. **Non-Personal Data:** We may also collect information that is not Personally Identifiable Information but may disclose other aspects of your browsing history or certain other information about you through the use of a variety of technologies, including, but not limited to, cookies, tags, beacons, Internet Protocol (IP) address tracking/URL tracking, and other tools. "Cookies" are pieces of code/text that gets placed on your computer when you browse our Sites. Cookies may be placed by us or third party advertisers contracted by us. "Tags" and web beacons refer to code scripts that are primarily used to track visitors' activities on our Sites by web analytics software. The types of non-personal data collected on our Sites through the use of these, and other tools as the MSTS may add from time to time, may include: the search terms you used, new or returning user, browser information, computer type, operating system, internet service providers, website usage, referring/exit pages, platform type, date/time stamp, number of clicks, ads viewed, etc.

### How We Use and Share Personally Identifiable Information

Once collected, we may use your Personally Identifiable Information in a variety of ways including (but not limited to):

- Providing service communications such as invoices, reminders, order confirmations, program registrations, and customer service messages
- Answering your emails, online requests, or correspondence
- Delivering and processing surveys
- Personalizing and improving the usability of the MSTS Web site
- Fulfilling and/or delivering MSTS products and services
- Publishing membership directories and registration lists as described within this Policy
- Sharing with third parties as required by law or to protect the MSTS as described within this Policy
- Sharing your email address as permitted under MSTS Email Policy as described within this Policy

## **Publication of Your Personally Identifiable Information for Membership Directories and Registration Lists**

As a professional organization, the Personally Identifiable Information you provide may be published in print or digital form in a variety of ways to allow other physicians and the public to find you, including, but not limited to, directories, membership lists, and other types of registration lists for MSTs programs and events ("Registration Lists"). Registration Lists will not include email addresses or sensitive information, such as credit card or financial information, or social security numbers. Users may request their information be suppressed from Registration Lists by contacting us.

## **Sharing your Personally Identifiable Information to Fulfill Service Requests**

When fulfilling service requests initiated by you, we may share your Personally Identifiable Information with certain third parties to fulfill the requests, if required.

## **Sharing Your Personally Identifiable Information When Legally Necessary or to Protect the MSTs's interests**

The MSTs may disclose your Personally Identifiable Information if required to do so by law or in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on the MSTs; (b) protect and defend the rights or property of MSTs; or (c) protect the personal safety of MSTs members of the public in appropriate circumstances.

## **Sharing Your Personally Identifiable Information for Surveys**

The MSTs does not provide MSTs membership contact information for survey distribution purposes. All survey requests, regardless of the origin, will be reviewed by the MSTs Executive Committee. Should the Executive Committee feel a survey is of benefit to members, the MSTs, and/or the orthopaedic profession, the MSTs will send the survey to our membership with a notice of the survey's purpose, the survey's originator, and survey instructions so that each member can determine his/her participation. If a member decides to participate in the survey, s/he should follow the instructions and survey link provided. If a member decides that s/he is not interested in participation, the member should ignore the communication.

## **Sharing Your Email Address**

We do not distribute, sell, or rent email addresses to anyone outside of the MSTs. The MSTs neither will offer email addresses to third-parties or affiliates nor do we encourage or endorse members sharing the MSTs member directories with other organizations or individuals for any purpose.

## **How to Manage the Sharing of Your Personally Identifiable Information**

You can manage your profile and email preferences, including opting out of email by contacting us. Members may direct the MSTs to exclude themselves from the following:

- Electronic and/or print MSTs Directory
- CORR mailings
- Special publications
- Society correspondence, such as the newsletter

## **California Privacy Rights**

In addition to the rights as explained in this Privacy Policy, under California's "Shine the Light" law, California residents who provide personal information (as defined in the statute) in obtaining products or services for personal, family, or household use are entitled to request and obtain from us once a calendar year information about the personal information we shared, if any, with other businesses for marketing uses. If applicable, this information would include the categories of personal information and the names and addresses of those businesses with which we shared such personal information for the immediately prior calendar year (e.g. requests made in 2013 will receive information about 2012). To obtain this information please write to us. Please include your full name, address, and MSTs member number, if applicable.

**User ID and password**

Certain areas of the MSTS site may require the use of a user ID, email address, or password as an additional security measure that helps protect your information. To help you protect your privacy, the MSTS site has tools to help you log in and log out.

**Linking and Suggested Resources**

This Privacy Policy applies solely to the MSTS, its database, and its electronic communications. You should be aware that [www.msts.org](http://www.msts.org) contains links to other sites and these sites may contain privacy provisions that differ from this Privacy Policy. The MSTS is not responsible for the privacy policies of other sites. We recommend that you review the privacy statements of linked sites, applications, or other digital properties.

**How you can access and change information**

If you are a registered user of the MSTS site, you may review and update/correct your information directly on the MSTS website—[www.msts.org](http://www.msts.org)—or by contacting us.

**Children**

We do not knowingly solicit data online from or market online to children.

**No Guarantee**

The MSTS takes every precaution to protect our information. We use SSL encryption to protect information online. We also do everything in our power to protect our database off-line. All information is restricted in our office. Our management team must use password-protected screens when they enter the database. The server on which we store personally identifiable information is kept in a secure environment. However, no data transmission over the Internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, the MSTS cannot guarantee or warrant the security of any information transmitted. If you have questions about this Privacy Policy, please contact us.

**Contact Us:**

For more information, please contact us at 847.698.1625 or [info@msts.org](mailto:info@msts.org).