

# AMO Privacy Policy

Updated April 26, 2018

## Summary

AMO respects each individual's right to personal privacy. This Privacy Policy is designed to assist you in understanding how AMO will collect, use and safeguard any personal information you provide. We will collect and use information only in the ways disclosed in this statement. All user information contained within any form you may use or build is governed by AMO's Terms and Conditions.

## Security

AMO has implemented processes intended to protect user information and maintain security of data. Each account holder is assigned a unique username and password, which is required to access their account. It is your responsibility to protect the security of this login information. We have attempted to protect AMO's servers by locating them in areas with security procedures, use of firewalls and implementing other generally available security technologies such as TLS encryption. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data, but no guarantee can be made that your information and data will be secure from intrusions and unauthorized release to 3rd parties.

## Application Data

As part of the AMO services, we store the forms you build and any data that was collected from those forms. The data collected from these forms may include personally identifiable information (also known as PII or personal data) such as names, email addresses, physical addresses, and phone numbers. We respect the privacy of all users, and consider all data that is collected to be private. Your information is used strictly for internal purposes such as providing support, billing, completing event registrations, dues payments, and organization communications. AMO will not distribute or sell your information to a 3rd party, except as disclosed in this statement. Data will be retained for as long as the Data Controller (AMO's customer) deems necessary. If you withhold any personal data requested by the Data Controller, it may not be possible for you to gain access to certain parts of the AMO system. When you submit information, you are transferring such information into the United States and you hereby consent to such transfer.

## Account Information

We collect email addresses from those who contact us via email, and ask for personal information such as your email address and name when you sign up for an account with AMO. The information we collect is not distributed or sold to a 3rd party. It will only be used to communicate with you about your AMO account, and where needed as part of certain AMO features. If you withhold any personal data requested by AMO, it may not be possible for you to gain access to certain parts of the AMO system. You may update your account information at any time.

### Web Server Logs

For statistical purposes, AMO will gather certain information automatically and store it in log files. These log files contain standard information collected by web servers, such as client IP addresses, browser type, internet service provider (ISP), operating system, etc. This information is only used internally, and is not distributed or sold to a 3rd party. AMO uses this information, which does not identify individual users, to analyze trends, to administer the AMO website and to gather demographic information about its user base as a whole.

### Disclaimer

However, any information collected by AMO may be shared if it is necessary to investigate, prevent or prosecute illegal activities, suspected fraud, violations to the Terms and Conditions, or as otherwise required by law or a valid governmental request (including, but not limited to, search warrants, subpoenas or court orders). AMO may also share information if it is acquired by or merged with another company. In this event, AMO will notify you before information is transferred and becomes subject to a different privacy policy. AMO reserves the right to use and disclose any information collected that is not in personally identifiable form.

### Cookies

A "cookie" is a small text file containing a unique identifier that our web server sends to a user's browser, and may be stored on a user's hard drive. Cookies are required to use AMO services. If you have your browser set to reject cookies, your use of the AMO services is likely to be interrupted. The cookies we use are not permanent.

### Online Advertising

AMO participates in online advertising, including remarketing. Third party vendors, including Google, show AMO ads on other sites on the internet. The vendors use cookies to serve AMO ads based on a user's prior visits to the AMO website. Users may opt out of a third party vendor's use of cookies by visiting the Network Advertising Initiative opt out page.

### Third Party Websites

AMO is not responsible for the practices employed by websites linked to or from the AMO website, nor the information or content contained therein. When you use a link from the AMO website to another website, our Privacy Policy is no longer in effect. Browsing and interaction on any other website, including websites which have a link to the AMO website, is subject to that website's own rules and policies.

### Changes

AMO reserves the right to modify this privacy policy at any time, so please review it frequently. If material changes are made to this policy, we will notify you here, by email, or by means of a prominent notice on the AMO website home page.

### Compliance with Children's Online Privacy Protection Act

As a business service, AMO does not target its offering toward, and does not knowingly collect any personal information from, users under thirteen (13) years of age.

### Terms of Use

Your use of the AMO services is governed by our Terms and Conditions, located at <http://www.associationsonline.com/terms.pdf>, which contains disclaimers, limitations of liability and a choice of Minnesota law and jurisdiction.

### Processor

AMO processes personal data of EU citizens as a Processor as defined in the GDPR. Data collected by AMO is Controlled by our customers. All data collected by AMO will be stored in secure hosting facilities provided by Rackspace and Amazon Web Services, and is maintained under the highest security standards.

### Lawfulness of Processing

AMO collects personal data for the purpose of providing products and services to our customers. For example, AMO may collect personal information on behalf of our customers for the purpose of assisting them in the management and operations of their organization.

### Contact Us

You have the right to contact us anytime to request access to, correct, delete or download any information AMO has about you.

If you have additional questions about AMO's collection and storage of data, please contact us at:

Association Management Online

Attn: Data Protection Officer

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Suite 132

Minneapolis, MN 55408

(612) 381-9951

[help@amohq.com](mailto:help@amohq.com)