

# Mineralogical Society of America Privacy Policy

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## Introduction

The Mineralogical Society of America (“MSA”, “we”, “us”) is committed to protecting your privacy and the personal information you provide us. This information is defined as any data with which you could be personally identified. This Privacy Policy clearly describes what information we collect, how we use it, how long we keep it, and how you can access it, modify it, or request its deletion.

This Privacy Policy applies to data collected through:

- all MSA websites: the [MSA website](#), [MSApubs.org](#), [Mineralogy4Kids](#), [MinPubs.org](#), [HandbookofMineralogy.org](#), and [elementsmagazine.org](#)
- [EJPress](#), an online manuscript submission and peer review system for *American Mineralogist* manuscripts
- the US Postal Service, by phone, by fax, or by email.

## Your Consent

By using these sites, or by sending us information via telephone, fax, email, or paper copies (of, for example, membership or grant applications, award nominations, submission or review of manuscripts, meeting registration forms, or other forms), you are consenting to the collection, use, and transfer of your personal information you supply as described in this Policy.

If you do not consent to the collection, use, and transfer of your personal information as described in this Policy, you may not use these sites. MSA will be unable to provide the services for which such information is needed.

## What information does MSA collect and how is it collected?

Your personal information is collected directly from you when:

1. **Becoming an MSA member:** when you become a member, we collect your name, email address, postal address, billing address, organization, field(s) of research and if applicable your proof of student and early career status.
2. **Purchasing publications:** we collect your name, email address, postal address, billing address, and, if applicable, MSA or partner society membership (CMS or GS whose members benefit from reduced prices).
3. **Subscribing to the MSA-Talk listserv:** we collect your email address
4. **Submitting or reviewing manuscripts for *American Mineralogist*:** when you submit or agree to review a manuscript for *American Mineralogist*, your personal information (name, mail and email address, and your organization and other data) is collected and retained through the web platform [EJPress](#), provided by [eJournalPress](#). When you register on that site, review the disclaimer that pops up and proceed accordingly. Author information collected is the same bibliographic information that appears in the published paper available both in print and online at [msapubs.org](#), [minpubs.org](#), [GeoScienceWorld](#), and [DeGruyter](#).
5. **Submitting or reviewing manuscripts for *Reviews in Mineralogy and Geochemistry*:** when you submit or agree to review a manuscript for *Reviews in Mineralogy and Geochemistry*, your personal information (name, mail and email address and, optionally, your organization) is collected. Manuscript processing is by e-mail and ftp sites, no database is used. Author information collected is the same bibliographic information that appears in the published chapter available both in print from MSA and online at [msapubs.org](#), [minpubs.org](#), [GeoScienceWorld](#), and [DeGruyter](#).
6. **Submitting or reviewing manuscripts for *Elements*:** when you submit or agree to review a manuscript for *Reviews in Mineralogy and Geochemistry*, your personal information (name, mail and email address and, optionally, your organization) is collected. Manuscript processing is by e-mail and ftp sites, no database is used. Author information collected

is the same bibliographic information that appears in the published paper available both in print from MSA and online at [elementsmagazine.org](http://elementsmagazine.org), [GeoScienceWorld](http://GeoScienceWorld), [msapubs.org](http://msapubs.org), and [minpubs.org](http://minpubs.org).

7. **Purchasing author reprints, page charges, color charges, extra copies, or open access:** we collect your name, email address, postal address, and billing information.
8. **Registering for a short course or workshop:** we collect your name, email address, postal address, billing information, organization, and if applicable your proof of student status. Additional data collected at the time of registration for a specific meeting may also include registration category, dietary preference, and partner society status whose members benefit from reduced registration rates.
9. **Submitting an award nomination (Roebbling, Dana, MSA Award, Public Service, and Fellowship):** we collect the name, postal address, email address, institution address, nomination and supporting letters, the CV of the nominee, and the name, postal address, email address, and institution address of the nominator.
10. **Submitting a prize nomination (MSA Undergraduate Prize):** we collect the name, postal address, email address, institution address, the publication preference and nomination letter of the nominee, and the name, postal address, email address, and institution address of the faculty nominator.
11. **Submitting an application for a student research grant (Kraus and Min/Pet):** we collect your name, postal address, email address, institution address, research proposal, and CV, as well as the name, postal address, email address, and institution address of two people familiar with your work. If a successful applicant selects to have the grant sent to them directly rather than their institution, MSA requires the applicants Social Security Number for IRS Form 1099.
12. **Making a donation:** we collect your name, email address, postal address, billing address, and organization.

**13. Participating Society Members (*Elements*):** MSA is the umbrella organization for *Elements*. It is the custodian of member data (name, address, email, member #) provided by 16 other participating societies to MSA for the purpose of mailing print copies and providing access to the online version.

**14. Advertising in *Elements*:** we collect your name, email address, postal address, billing address, and organization for arranging for and invoicing of purchased ad space in *Elements*. This data is retained for tax purposes. We also use your contact information to send notices about placing ads in future issues. At any time, advertisers can opt-out of receiving these notices.

When you provide information through one of the mediums described above, we will process the data.

### **How does MSA use the information collected?**

The use of your personal information is limited to the purposes for which it was collected. This includes delivering the member services described in the [membership benefits](#), fulfilling publication orders, short course registrations, workshop registrations, considering award nominations, grant applications, or other items you may request. We also use your information to communicate with you.

To fulfill some of these services, we contract third-party organizations and vendors (listed below) and need to share some of your personal information with them. These organizations and vendors are committed to protecting the privacy of your data, they do not process it in any way nor disclose it and use it only for the purpose of the contract we have with them. They are equally committed to complying with data protection regulations.

## 1. **Society Administration**

To fulfill all services related to the administration of memberships, postings, or various purchases, MSA uses a web platform developed and maintained by MSA, located in the MSA Offices, Chantilly, VA, United States. The data you provide is directly entered and stored on this platform and is only accessible by MSA.

We use your and postal and email addresses to send you information about your membership (welcome message, renewal notices, election, 25- or 50-year membership pins etc.).

To distribute MSA monthly newsletters, which keep you updated with new issues of the *American Mineralogist*, other new MSA publications, society news, and deadlines, we use GNU's [MailMan](#) that is hosted on the MSA servers, located in the MSA Offices, Chantilly, VA, United States.

If you are a current member and we receive notification that your postal or email address has changed, we may contact you at your new email address.

Information about individuals who register as members of partner societies (whose members benefit from reduced prices and registration rates) may be shared directly with the specific partner society to verify the validity of the membership.

## 2. **Publications, short courses, and author charges**

To enable online subscriptions to *American Mineralogist* (Am Min), *Reviews in Mineralogy & Geochemistry* (RIMG), and *Elements*, we use your information (email address and membership number) from the Mineralogical Society of America membership or Elements databases

to allow you access the files on the MinPubs.org and Elementsmagazine.org websites.

To send you print copies of your subscriptions or orders for *American Mineralogist* (Am Min), *Reviews in Mineralogy & Geochemistry* (RIMG), and *Elements*, we need to share your information (name, postal address and membership number) with our contracted mailer, APC Postal Logistics.

To enable online access or send you print copies of your subscriptions to other publications offers (*Physics and Chemistry of Minerals*, *Journal of Petrology*, *Gems & Gemology*, *Rocks & Minerals*, *Mineralogy & Petrology*), we need to share your information (name, postal address, email address, and membership number) with the publishers of those publications.

To fulfill author purchases of *American Mineralogist* (Am Min) offprints we share your information (name, postal address) with our contracted printer, [Cenveo](#).

Data entered in [eJournalPress](#), the platform for submission and tracking of *American Mineralogist* manuscripts and production, are used to communicate with authors, reviewers, editors, and editorial/production staff.

### **3. Grant applications and award nominations**

Personal information submitted to apply for one of the MSA research grants or to nominate an individual for an award is shared with and reviewed by the relevant MSA committees. The information is placed by the MSA Office on an ftp site, which members of the relevant

committees are given access. The ftp site is hosted on MSA servers located in the MSA Offices, Chantilly, VA, United States.

#### **4. Elements Participating Society Member Data**

MSA is the umbrella organization or “vendor” for *Elements* and is the custodian of member data (name, address, email, member #) provided by the other participating societies. The data is stored on MSA computers that are hosted MSA servers located in the MSA Offices, Chantilly, VA, United States. The Participating societies are responsible for updating/deleting/modifying data. This member data is used to distributing print copies and providing online access (USERID = email and password = Member #).

#### **5. Elements advertisers**

Advertisers provide contact information for arranging for and invoicing of purchased ad space in Elements. Advertisers have opted-in to receiving communications from Elements about future advertising. At any time, advertisers can opt-out of receiving these notices.

#### **6. Credit Card payments**

To process credit card payments, MSA uses the organization [Elavon's](#) Converge platform. MSA does not keep records of any credit card details.

#### **7. Other Third parties**

In certain, limited circumstances we may share or transfer personal information to unrelated third parties. For example, we may provide personal information to a third party (i) at your request; (ii) to comply with a legal requirement or court order; (iii) to comply with a warrant from a law enforcement agency; (iv) to investigate a possible crime, such as identity theft; or (v) in connection with the sale, purchase,



merger, reorganization, liquidation or dissolution of MSA. If such an event occurs, we will take reasonable steps to protect your personal information.

## **8. Other uses**

If a complaint is made by you, or by another member or by an authorized legal representative, regarding your MSA account, MSA reserves the right to use some or all of your personal data to determine our response to the complaint, but we will not share it with another third party or service unless required or absolutely necessary and will always aim to share the minimum amount of data possible.

## **How can you access your personal information, modify it, or request its deletion?**

### **1. Members**

If you would like to review, correct and update the personal information you have provided to us:

- a) [log in](#) and check the information in your MSA profile, you can also modify, correct, change, or update personally identifiable information while logged in;
- b) contact the MSA Business Office (+1 (703) 652-9950) or Editorial Office (+1 (703) 652-9955);
- c) contact MSA by postal mail at the address below; or
- d) contact MSA by email at the address below.

If you choose, you may request to delete or make inactive your account with us (be forgotten). You must contact MSA in writing at the address below. Be aware that we may be required by law or business practice to retain some portions of your information and interactions with us and we will retain your request in case we are questioned about why we did remove your information.

## **2. Subscribers and Publication customers**

If you would like to review, correct and update the information you have provided to us:

- a) contact the MSA Business Office (+1 (703) 652-9950) or Editorial Office (+1 (703) 652-9955);
- b) contact MSA by postal mail at the address below; or
- c) contact MSA by email at the address below.

If you choose, you may request to delete or make inactive your account with us (be forgotten). You must contact MSA in writing at the address below. Be aware that we may be required by law or business practice to retain some portions of your information and interactions with us and we will retain your request in case we are questioned about why we did remove your information.

## **3. *American Mineralogist* authors and reviewers**

Should you wish to review, correct, and update your personal information in EJPress, the online manuscript submission and peer review system for *American Mineralogist* manuscripts, log into your account and do so at any time. Personal identifiable information used in relationship to a manuscript submission or peer review is stored indefinitely in order to address future ethics concerns or violations, including in future roles such as that of reviewer.

## **4. *Elements* advertisers**

If you would like to review, correct and update the information you have provided to us:

- a) contact the Elements Office (+1 (703) 652-9950);
- b) contact Elements by postal mail at the address below; or
- c) contact Elements by email at the address below.

Advertisers have opted-in to receiving communications from Elements. At any time, advertisers can opt-out. You must contact MSA in writing at the address below. Be aware that we may be required by law or business practice to retain some portions of your information and interactions with us and we will retain your request in case we are questioned about why we did remove your information.

## **How long does MSA keep your information?**

### **1. Administration**

MSA retains the personal information collected as long as necessary to provide the services, products, and information you request or as required by applicable business practice or law. The length of time for which we keep the data depends on its nature and purpose. MSA keeps the backup documentation seven (7) years for:

- a) Federal Form 990, Return of Organization Exempt from Income Tax
- b) Federal Form 990-T, Exempt Organization Business Income Tax Return
- c) Virginia Form 500, Corporation Income Tax Return
- d) Virginia Retail Sales and Use Tax Form ST-9.

### **2. Copyright**

Copyright information (name, address, email) is retained on behalf of authors as part of the copyright assignment forms.

The time required to retain documentation of copyright is more complex and requires long-term retention of documentation. If a work was published between 1923 to 1963, the copyright owner was required to have applied for a renewal term with the Copyright office. If they did not, the copyright expired and the work entered into the public domain. If they did apply for renewal, these works will have a 95-year copyright term and hence will enter into the public domain no sooner than 2018 (95 years from 1923). If the work was published between

1964 to 1977, there is no need to file for a renewal, and these works will automatically have a 95-year term.

For works made for hire, and for anonymous and pseudonymous works (unless the author's identity is revealed in Copyright Office records), the duration of copyright will be 95 years from publication or 120 years from creation, whichever is shorter.

### 3. **American Mineralogist**

If you have submitted a manuscript for *American Mineralogist* or have been invited to review a manuscript, your information (name and email address) is registered in EJPress. Information can be modified through the user's account.

Because authors may submit papers in the future and editors may request registered scientists to provide reviews of manuscripts, information is kept on record indefinitely.

### **Where is your data stored?**

The data you provide on MSA websites is stored on MSA servers located in Chantilly, Virginia, United States of America.

The data you provide via eJournalPress (the online manuscript submission and peer review system, and [JPS](#), an online journal production tracking system) are stored on eJournalPress's servers in the United States of America.

MSA does not collect or keep records of any credit card details. MSA uses the [Elavon](#) Converge platform.

## **Security of Personal Information?**

We have implemented reasonable physical measures and administrative procedures to safeguard against unauthorized access and help prevent the loss, misuse or alteration of your personal information. However, no data transmission over the internet can be guaranteed to be completely secure. Accordingly, we cannot ensure or warrant the security of any information that you transmit to us; any data transmission is at your own risk. Should a data breach of MSA's systems occur, MSA will notify you within timeframes required by applicable data protection laws.

MSA offers either an opt in or opt out option in a limited number of cases. Members may restrict the publication of selected elements of their personal information in the online MSA Membership Directory.

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

## **Website users**

When you browse our websites, MSA does not collect any personal information, only statistical data on an aggregated basis. We use cookie technology to analyze traffic to our websites. We gather information such as the number of visits and page views, the popularity of each page, or the location of our visitors. The purpose of this is to help us understand which information is useful to you and how we might improve your experience when navigating our websites, but again, no personal information is collected through this process.

If you do not wish to receive cookies, you may set your browser to reject cookies or to alert you when a cookie is placed on your computer. Although you are not required to accept cookies when you visit MSA sites, you may be unable to use all of the functionality of the site if your browser rejects our cookies.

### **Children under the Age of Thirteen**

MSA sites wherein personal information is collected are not intended for children or minors under the age of thirteen years without the permission of a parent or guardian. MSA sites or portions of sites intended for or possibly used by children (Mineralogy4Kids.org, HandbookofMineralogy.org, Collector's Corner) do not collect personal information.

If you believe that a child has submitted personal information on or through MSA sites without the consent and supervision of a parent or guardian, please contact us at the address below so that we can take appropriate action.

### **Protection of Intellectual Property**

Protection of intellectual property is the responsibility of MSA and MSA members. Violation of intellectual property rights are legally covered through intellectual property laws, and not privacy laws. Members and authors are asked to contact the legal officers at your home institution or organization, and contact MSA in writing at the address below, if you believe you have experienced an intellectual property violation related to MSA programs.

### **External links on MSA websites**

MSA websites contain links to other websites for the convenience of visitors to the sites. These third-party sites have separate and independent privacy policies, and MSA has no control, responsibility or liability for the content and

activities of these linked sites. This Policy does not apply to personal information collected on any of these third-party websites. When you access third-party websites through a link on MSA sites, please take a few minutes to review the privacy policy posted on that site.

MSA does, however, wish to protect the integrity of our site and we welcome any feedback about these linked sites.

### **This Privacy Policy May Change**

The Mineralogical Society of America reserves the right to update or modify this Policy and any Privacy Notice, at any time and without prior notice, by posting the revised version of the Policy or Privacy Notice on these sites. If we modify this Policy or any Privacy Notice, the modifications will only apply to the personal information we collect after we have posted the revised Policy or Privacy Notice on these sites. For your convenience, when we modify this Policy we will post a notice informing users of the change for thirty (30) days on the home page of MSA sites.

### **Governing Law**

MSA is a United States not-for-profit, tax-exempt (501(c)3) corporation and a Commonwealth of Virginia corporation. This policy shall be governed under the laws of the United States of America and the Commonwealth of Virginia.

### **Questions about this Policy or our Data Practices**

If you have questions or concerns about this Policy or any Privacy Notice, please contact at:

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