



Répertoire International de Littérature Musicale, Inc. Privacy Policy

Last Updated: 20 September 2021 ([Change History](#))

Répertoire International de Littérature Musicale, Inc., is committed to protecting the privacy of your information. This Privacy Policy describes the information collected through the RILM websites and the online subscription services that we provide (we'll refer to these as the **Services**) and how that information is used and shared. RILM and its suppliers may collect or receive the types of information described below in connection with your access to and use of the Services.

This Privacy Policy is incorporated into and made a part of our [Terms of Use](#). We reserve the right to make changes to this Privacy Policy at any time. All changes will be effective immediately upon posting to the Services. We will conspicuously post any material changes.

This policy applies where we are acting as a data controller with respect to the personal data of our website service users; in other words, where we determine the purposes and means of the processing of that personal data. We gather and use certain information about individuals in order to provide products and services and to enable certain functions on this website. We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

Our website incorporates privacy controls which affect how we will process your personal data. By using the privacy controls, you can control the types of communication you receive from us and the methods by which you would like to be contacted. You can access the privacy controls by logging into the website and clicking on the [My Account](#) link in the header.

Information Security

RILM does not guarantee that loss, misuse, or alteration of the information that we collect from you will not occur, but we have security measures in place to help protect against the loss, misuse, and alteration of information under our control. We protect that information from unauthorized access and disclosure through the use of passwords, encryption, physical security measures, and managerial measures. The storage and communication of information can never be completely secure, so we do not promise that communications or other information that you submit or that are otherwise provided to us will be completely secure. If you become aware of any breach of Site security, this Privacy Policy, or our [Terms of Use](#), please notify us at info@rilm.org immediately. If our

security system is breached, we will notify you of the breach if and to the extent required under applicable law.

What Types of Information Do We Collect?

The Services collect information that you submit, for example, your personal data and contact information. The Services also collect information through your account activity (if applicable), the servers used to operate the Services, cookies, and Site analytics.

Personal Data

You can visit the Services without sharing personal data, but you will be required to provide personal data to use certain features, such as setting up an account. We will collect any personal data from or about you that you choose to submit to us, which may include your name, email address, billing address, and telephone number. This information is added to our user database. Specifically, we collect your personal data while setting up your account, during your initial sign-on to access the Internet (if you set up an individual user account), and when you respond to communications from us. We will use your personal data to communicate with you in connection with your account and use of the Services and, if applicable, to verify that you are a subscribing institution or an authorized user of a subscribing institution.

How Can You Control Your Information?

When you fill in a form or provide your details on our website, you will see one or more checkboxes allowing you to:

- Opt in to receive marketing communications from us by email, telephone, text message, or post.
- Opt in to receive marketing communications from our third-party partners by email, telephone, text message, or post.

You can change your mind easily, by any one of these methods:

- Sign in to our website and change your opt-in settings from the My Account page
- Send an email to info@rilm.org
- Send mail to RILM International Center, 365 Fifth Avenue, Suite 3108, New York, New York 10016
- Call us at +1 212-817-1990

You can also download information associated with your account through our Download Information tool.

You can use any of the contact methods above to make or request changes to your information, or to invoke any of the other rights you have to manage your information.

We will never lease, distribute, or sell your personal information to third parties unless we have your permission or the law requires us to.

Mailing List Information

To sign up or otherwise opt in to receive promotions from us, you will be asked for your name, your email address, your telephone number, your physical address, and, if applicable, your institutional affiliation, as well as your job title, institution department, institution type, and institution full-time equivalent or description of population served (as applicable). This information may be added to our user database. We will use this information to provide you with promotional and other communications. If you change your mind, you may opt out of receiving promotional emails from us at any time by following the unsubscribe instructions at the bottom of the applicable email, or by changing your preferences using any of the contact methods described above.

Account Activity

If you use Services, we will collect the following types of information: which sources you view and when; how much time you spend on the Services; and the search terms you use to locate resources.

IP Addresses and Related Data

The servers used to operate the Services may collect data about you and the equipment, software, and communication methods you use to access the Internet and the Services, including Internet protocol addresses assigned to your computer, your Internet service provider, your approximate geographic location, your browser type, your operating system type, the pages you access on the Services, the websites you access before and after visiting the Services, the length of time you spend on the Services, date and time stamps, and clickstream data. RILM may use this information to administer the Services and its servers, to generate statistical information, to monitor and analyze Services traffic and usage patterns, to monitor and prevent fraud, to investigate complaints and violations of our policies, and to improve the Services' content and the products, services, materials, and other content that we describe or make available through the Services. We may combine this information with personal data, other information that we collect, and information obtained from third parties for security reasons. The suppliers that we use to provide the Services may collect information about your visits to the Services and other websites.

Cookies

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information such as how many people use the website and what pages they tend to visit.

The Services automatically use cookies to track Services use and to facilitate and enhance the user experience on the Services. The Services may use both cookies that we implement and cookies implemented by our suppliers and other third parties. We use cookies to store authentication information, to store user-specific preferences for viewing and interacting with the Services, to track how you access and use the Services, to learn when and how users visit the Services, to learn how popular Services pages are and aren't, to learn which search terms are used to find the Services, and to learn which websites direct you to the Services. Most browsers automatically accept cookies. You can disable cookies, but disabling cookies may impact your use and enjoyment of the Services. Our suppliers may use cookies and other tracking technologies to track Services visitors across the Internet to understand how you get to the Services. Due to this automatic collection of cookies, we do not honor "do not track" requests.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages, content, and services may become unavailable to you. Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it. Our suppliers may use cookies and other tracking technologies to track visitors across the Internet to understand how you get to the Services. Due to this automatic collection of cookies, we do not honor "do not track" requests.

To learn more about cookies and how they are used, visit [All About Cookies](#).

Analytics

The Services use analytics tools built and provided by RILM to collect information about your use of the Services. Your web browser automatically sends that information, including the URLs of the websites that you visit and your IP address, to RILM. We use that information to generate reports about Services traffic and your visits to the Services (for example, the domain from which you access the Internet, the web address of the website from which you linked to the Services, and the date and time of your visit to the websites that you view and click through) and to improve the Services.

Location Information

We may access your location with your consent in order to enhance your user experience and increase the usefulness of the Services. You may choose to allow us to access your location by granting the Services access to your location when prompted

by the Services. RILM may use various technologies to access your location, including GPS and IP addresses.

How Do We Use and Share Collected Information?

In addition to the uses already described, RILM and its suppliers may use and share information that we collect as described below. We will not sell, rent, or share that information except as disclosed in this Privacy Policy or as permitted by applicable law.

Purpose Collected

We will use your personal data for the purpose for which you have given it to us, including to communicate with you in connection with the Services and to provide you with information and communications that you request. If you register for an account on the Services, we will use your information to communicate with you regarding your account. If you contact us for support or assistance in using the Services, we may use your information to determine whether or not your system meets the minimum requirements needed to access and use the Services and otherwise to contact you regarding your request.

Communication with You

We may use Collected Information to notify you of changes made to the Services, such as changes to our [Terms of Use](#) or this Privacy Policy, and, if you sign up or otherwise opt in to receive promotions from us, to send you promotional materials and other communications as set forth above.

Evaluation and Improvement of the Services

We may use Collected Information to analyze, develop, and improve the content, materials, products, and resources that we make available through the Services and the Services' functionality, to evaluate user needs and your browsing experience, and for other legitimate and lawful business purposes.

Sharing Collected Information with Our Suppliers

We may share information that we collect with suppliers that manage and host the Services, email services suppliers, and other suppliers as necessary for us to provide the Services and as may otherwise be permitted by applicable law. We require our suppliers to comply with all applicable data privacy laws and regulations. Our suppliers are authorized to and may use information that we have collected as necessary for them to provide the applicable services to us and they may share that information with their suppliers when necessary.

Aggregate Data

We may aggregate personal data and other information that we collect to create anonymous aggregate data on users of the Services, which describes users as a group

but does not reveal the identity of individual users. We may use aggregate data to understand users' needs, to determine user demographics and usage patterns, to determine what kinds of products and services we can provide, and to improve and enrich our products and services.

Security and Protection of Rights

We may use information that we have collected and share it with third parties as permitted by applicable law, including in the event of a subpoena, court order, or law enforcement request. RILM will use that information and share it with third parties if we believe doing so is necessary to operate the Services or to protect our rights or the rights of others, including disclosing information necessary to identify, contact, or bring legal action in the event of a violation of our contracts, terms, or policies.

Business Transactions

If RILM undergoes a change in control, acquisition, merger, reorganization, or asset sale, all information owned by or in the control of RILM may be transferred or sold to RILM's successor. That successor will be bound by this Privacy Policy as it applies to that information.

Access by Children

The Services are not directed at children under 13 years of age. RILM does not knowingly collect or use information from children under 13 through the Services.

Site Access from Outside the United States

If you are visiting the Services from outside the United States, please be aware that RILM and its Services are provided from the United States. To fulfill our obligations to provide Services under our [Terms of Use](#) to our Subscribers and Authorized Users, your information is transferred to, stored in, and processed in the United States (where RILM and our suppliers' servers and databases are located and operated). These transfers are necessary to perform our contractual obligations with our Subscribers, which are concluded for the benefit of our Subscriber's Authorized Users who are granted access to the Services. The data protection and related laws and regulations of the United States might not be as comprehensive as those in the country from which you are accessing the Services.

Contact Us

If you have any questions about this Privacy Policy, please contact us by emailing info@rilm.org. In Europe, you may also contact Pia Shekhter, +46 703 226092.

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