Your Information. Your Privacy. Our Responsibility.

DGEM Data Privacy & Information Protection

DGEM recognizes the importance of protecting the personal and professional information entrusted to our organization.

We are committed to responsible information handling, secure website connections, restricted access to authorized personnel, appropriate authentication measures, protection against malicious activity, and responsible data backup and recovery practices.

Information entrusted to DGEM will be used for legitimate organizational, educational, cultural, research, and collaborative purposes, consistent with our Privacy Policy and applicable laws.

DGEM Governance & Information Security

Organization: Diapason Global Education for Music (DGEM)
Organization Status: U.S. 501(c)(3) nonprofit organization
Website: https://www.dgem.org
Policy Review: Annual and whenever significant changes occur in DGEM's operations or applicable privacy requirements.

1. Our Commitment to Privacy and Information Protection

Diapason Global Education for Music (DGEM) recognizes the importance of protecting the personal and professional information entrusted to our organization.

As a growing international nonprofit dedicated to music education, cultural preservation, research, innovation, and global collaboration, DGEM understands that trust is essential to building meaningful relationships with individuals, universities, conservatories, music schools, researchers, cultural organizations, and communities around the world.

We are committed to responsible information handling, secure website connections, restricted access to authorized personnel, appropriate authentication measures, protection against malicious activity, and responsible data backup and recovery practices.

Information entrusted to DGEM will be used for legitimate organizational, educational, cultural, research, and collaborative purposes, consistent with this policy and applicable laws.

Our responsibility extends beyond collecting information. We are committed to treating every individual's information with care, respect, transparency, and accountability.

2. Information We Collect and Why

DGEM may collect personal, professional, institutional, and organizational information when individuals interact with our website, register for the DGEM Global Music Network, contact our organization, participate in programs, or express interest in educational and collaborative initiatives.

Depending on the interaction, information may include:

- Names and professional or organizational titles.
- Email addresses, telephone numbers, and other contact information.
- Country, city, and general location.
- Professional biographies, education, qualifications, and experience.
- Musical specialties, instruments, genres, and areas of expertise.
- University, conservatory, school, company, or organizational affiliations.
- Professional websites, portfolios, and social media links.
- Audio, video, and other examples of professional work.
- Areas of interest, collaboration preferences, and project proposals.
- Communications, inquiries, and correspondence with DGEM.
- Donation and transaction records, where applicable.

DGEM collects information for purposes that may include:

1. Developing and maintaining the DGEM Global Music Network.
2. Connecting musicians, educators, institutions, researchers, and cultural organizations.
3. Identifying potential educational, cultural, and research partnerships.
4. Supporting music education and access to learning opportunities.
5. Preserving traditional, indigenous, and endangered musical heritage.
6. Developing responsible research initiatives involving music, health, and well-being.
7. Coordinating events, documentaries, interviews, educational productions, and other organizational activities.
8. Communicating with individuals about relevant opportunities and activities.
9. Meeting nonprofit governance, administrative, financial, and legal obligations.

DGEM seeks to collect only information reasonably relevant to these purposes.

Health and research information: DGEM's general registration forms are not intended to collect medical records, patient information, diagnoses, or other confidential clinical information. Any future research involving patients, health information, or human participants must have appropriate privacy, ethical, institutional, and regulatory safeguards before such information is collected.

3. Restricted Access and Confidentiality

DGEM recognizes that registrations and institutional communications may contain valuable personal and professional information.

Access to private registrations, internal records, institutional contacts, and confidential organizational information must be limited to authorized individuals who have a legitimate organizational need to access that information.

DGEM will seek to maintain the following practices:

- Limit administrative access to designated personnel.
- Assign individual user accounts rather than sharing administrator credentials.

- Use strong passwords and additional authentication protections where available.
- Provide personnel access only to information necessary for their responsibilities.
- Remove or modify access when a person's responsibilities end.
- Require individuals handling confidential information to respect DGEM's privacy and confidentiality expectations.
- Avoid distributing complete registration databases through unsecured email or publicly accessible files.

Private registrations are intended for DGEM's internal network-development and organizational purposes.

Registration does not automatically create a public profile, public directory listing, endorsement, membership benefit, or guarantee of participation in a particular project.

4. Data Protection and Website Security

DGEM is committed to maintaining reasonable administrative, technical, and organizational safeguards designed to protect information against unauthorized access, disclosure, alteration, loss, misuse, and destruction.

Secure website connections. DGEM uses secure website connections (HTTPS/SSL) to help protect information transmitted between visitors and the website.

Website security and monitoring. DGEM seeks to maintain appropriate website security protections, including firewall capabilities, malicious-activity detection, security monitoring, and measures designed to reduce unauthorized login attempts.

Authentication and administrative protection. Administrative accounts should be protected through strong, unique passwords and multifactor authentication wherever supported.

Secure data handling. Private registration information should be accessible only through authorized systems and accounts. Sensitive information should not be unnecessarily copied, downloaded, or distributed.

Backups and recovery. DGEM seeks to maintain appropriate website and data backups, protect backup access, and periodically verify that information can be restored if needed.

Software maintenance. WordPress, website themes, plugins, and other connected software should be maintained with appropriate updates and security patches.

Third-party services. DGEM may use trusted technology providers to support website hosting, registration forms, email delivery, donations, communications, security, and other nonprofit operations. These providers may process information on DGEM's behalf under their applicable terms and privacy practices.

No website, database, or internet transmission can be guaranteed to be completely secure. DGEM will work to identify and address security risks as part of its ongoing organizational responsibilities.

5. Information Sharing and Disclosure

DGEM does not intend to sell personal registration information or make private registration records available as a public directory.

Information may be accessed or shared only when reasonably necessary for legitimate organizational purposes, consistent with the individual's expectations, applicable permissions, and applicable laws.

Internal organizational use. Authorized DGEM personnel may review information to administer registrations, evaluate collaboration interests, coordinate programs, and communicate with participants.

Potential collaborations. DGEM may identify opportunities involving universities, music schools, researchers, cultural organizations, and other network participants. Personal contact information will not automatically be distributed to another organization merely because someone registers. Where a specific introduction requires sharing an individual's contact information, DGEM will seek appropriate permission unless another lawful basis applies.

Documentaries, interviews, and public productions. Participation in DGEM documentaries, interviews, educational productions, podcasts, promotional materials, or public stories will require appropriate permission and, where applicable, a separate media release. Registering for the DGEM Global Music Network does not grant DGEM automatic permission to publish someone's name, photograph, biography, recordings, or personal information.

Service providers. Information may be processed by service providers supporting DGEM's operations, such as website hosting, form management, email delivery, and secure data storage. Such providers should receive only the information reasonably necessary to perform their services.

Legal obligations. DGEM may disclose information when required by law, valid legal process, or a legitimate need to protect the rights, safety, or security of DGEM or others.

6. Data Retention and Secure Disposal

DGEM will retain personal and organizational information only for as long as reasonably necessary to fulfill the purposes for which it was collected, maintain legitimate organizational relationships, meet nonprofit recordkeeping obligations, and comply with applicable legal requirements.

Retention periods may differ depending on the type of information. Examples include:

- Network registrations may be retained while an individual remains an active participant or potential collaborator.
- Contact and communication records may be retained as needed to maintain organizational relationships.
- Financial and donation records may be retained for periods required by applicable accounting and tax laws.
- Research and project records may be retained according to applicable institutional, contractual, and legal requirements.
- Information that is no longer needed should be securely deleted, anonymized, or otherwise disposed of when appropriate.

DGEM will establish internal retention schedules and periodically review stored information to identify records that are no longer necessary.

Deletion requests may be subject to legitimate legal, financial, governance, security, or recordkeeping requirements.

7. Individual Privacy Rights and Requests

DGEM respects the privacy interests of individuals whose information it maintains. Subject to applicable law, individuals may request to:

- Learn whether DGEM maintains personal information about them.

- Request access to personal information they have provided.
- Correct inaccurate or outdated information.
- Update their professional affiliation, contact details, or registration information.
- Request deletion of personal information when appropriate.
- Withdraw optional permissions or communication preferences.
- Ask questions about how their information is being used.

Requests may be submitted through DGEM's designated privacy contact. DGEM will review requests and respond within the timeframes required by applicable law. Some information may need to be retained where a legitimate legal or organizational obligation applies.

Privacy Contact: info@dgem.org

8. Security Incidents and Breach Response

DGEM recognizes that security incidents can occur even when reasonable safeguards are in place.

If DGEM becomes aware of a suspected or confirmed incident involving unauthorized access, disclosure, alteration, loss, or compromise of personal information, the organization will take appropriate steps to investigate and respond.

Depending on the nature and severity of the incident, the response may include:

10. Identifying and assessing the suspected incident.
11. Taking reasonable steps to contain the incident and prevent further unauthorized access.
12. Securing affected accounts, systems, and information.
13. Working with relevant website hosts, technology providers, and security professionals.
14. Determining what information may have been affected and whose information may be involved.
15. Preserving appropriate records and documenting the response.
16. Notifying affected individuals and appropriate authorities when required by applicable law.
17. Reviewing the incident and implementing reasonable corrective measures to reduce the likelihood of recurrence.

DGEM will handle incidents with seriousness, discretion, and a commitment to responsible communication.

9. International Privacy and Global Participation

DGEM welcomes participation from individuals, musicians, educators, universities, conservatories, researchers, and cultural organizations around the world.

We recognize that individuals in different countries may have different privacy rights and that international information transfers may be subject to different legal requirements.

Information submitted to DGEM may be processed or stored in the United States or in other countries where DGEM's authorized service providers operate.

Where applicable, DGEM will seek to use appropriate contractual, organizational, and technical safeguards for international information processing and transfers.

DGEM will make reasonable efforts to handle international registrations responsibly and in accordance with applicable privacy requirements, including requirements that may apply under laws such as the European Union's General Data Protection Regulation (GDPR) and other national or regional privacy laws.

Individuals should contact DGEM with questions about international data handling or their applicable privacy rights.

10. Email Communications and Consent

DGEM may send administrative communications necessary to respond to registrations, acknowledge submissions, provide requested information, and manage participation in the Global Music Network.

Optional newsletters, fundraising appeals, promotional messages, and recurring marketing communications should be sent only on the basis of appropriate consent or another lawful basis required by applicable law.

Registering for the DGEM Global Music Network does not automatically subscribe an individual to every DGEM mailing list.

Individuals may change their optional communication preferences or unsubscribe from promotional emails using the available instructions.

11. Children and Young Participants

DGEM supports access to music education and opportunities for young people.

However, the general Global Music Network registration process is intended for adults and authorized representatives of organizations.

Information about minors should not be submitted through general registration forms unless DGEM has established an appropriate process involving a parent, legal guardian, school, or other authorized representative and the necessary privacy safeguards.

Any future program involving minors will require appropriate consent, safeguarding, and information-handling procedures.

12. Cookies and Website Technologies

DGEM's website and its service providers may use cookies and similar technologies for website functionality, security, performance, analytics, and visitor experience.

Where required, DGEM will provide appropriate cookie notices and choices.

Visitors may also be able to manage certain cookies through their browser settings. Disabling some cookies may affect website functionality.

Additional details should be provided in DGEM's Cookie Policy, where applicable.

13. Governance, Accountability, and Policy Review

DGEM's commitment to privacy and information protection is an ongoing organizational responsibility.

The organization will seek to maintain appropriate internal procedures, review access to confidential information, monitor relevant website security practices, and update its privacy policies as its programs, technology, and international participation evolve.

Designated DGEM leadership will be responsible for overseeing the organization's privacy and information-protection practices.

This policy may be updated as DGEM develops new programs, establishes institutional partnerships, introduces research initiatives, and expands its international network.

Material changes will be reflected in the published policy, together with an updated revision date.

14. Contact DGEM

For privacy questions, requests concerning personal information, or inquiries about this policy, please contact:

Diapason Global Education for Music (DGEM)
Website: https://www.dgem.org
Email: info@dgem.org

Our Promise

We believe that building a worldwide community requires more than shared interests and ambitious ideas. It requires trust.

Every musician, educator, researcher, university, cultural organization, and individual who contributes to DGEM deserves to know that their information is treated with respect and responsibility.

We are committed to building that trust as we work toward a world where music, education, cultural heritage, research, and collaboration can connect people across every border.

ONE WORLD. ONE LANGUAGE. MUSIC.

Diapason Global Education for Music — DGEM
A U.S. 501(c)(3) nonprofit organization

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