

JCAHPO Privacy Notice

This statement outlines the policies and practices of the Joint Commission on Allied Health Personnel in Ophthalmology ("JCAHPO" "us" or "we") regarding the collection and use of your Personal Information from your visit to any of our Web Sites including www.jcahpo.org, www.actioned.org, www.myeyecareer.org, or www.myjcahpoce.org, and all of our related sites ("Web Site(s)") and your use of our other Web Site services. Our other Web Site services include our online courses, newsletter and electronic publications, and other Web Site-based features.

JCAHPO has created this privacy statement to demonstrate our commitment to maintaining the privacy of visitors to our Web Sites and users of our Web Site services.

1. Notice to Minors

JCAHPO does not offer or sell products or services for purchase by children. If you are a minor, you may not purchase products or services from, and you should not provide information to, JCAHPO.

2. Changes to this Statement

This privacy statement will occasionally be updated to reflect new features and services or new privacy practices. The latest version will be posted on our Web Site. The privacy policy was last updated as of the date appearing at the end of this Policy.

3. Collection and Use of Information

JCAHPO collects general information about the usage of this Web Site as well as any Personal Information that you provide. The Personal Information we collect depends on how you use our Web Site and services. We will not distribute this information in a manner inconsistent with this policy unless required by law.

To monitor Web Site usage and improve the quality of our Web Site, we gather general information about the use of our Web Site. We use Web server logs and industry-standard Web Site statistics software to count the number of users who visit our Web Site and to count the number of views of particular pages, as well as to track other general statistics about our Web Site. We may also collect and retain data regarding your domain name, language, type of browser and operating system, Internet service provider, Internet protocol (IP) address and the Web Site from which you arrived at the Site. At times, JCAHPO may share with third parties the aggregate information about overall usage of our Web Site and other Web Site services that we collect, in order to provide general information about our Web Site services, sell advertising or establish sponsorships or other business relationships.

When you order products, sign up for courses or seek our services, we will collect Personal Information. For example, we may request and/or collect Personal Information when you:

- Register an account with JCAHPO online;
- Take an online course or exam;
- Purchase products or services;
- Participate in a committee, program or survey;
- Participate in other activities with JCAHPO; and
- Contact us with a question or concern.

The type of Personal Information we collect includes your name, address, telephone and fax numbers, e-mail address and credit card number or other payment information. The Personal Information you provide is encrypted and sent to us using a secure method, in order to assure that your Personal Information is securely and safely transmitted. However, no one can give an absolute assurance that information intended to be maintained as private, whether transmitted via the Internet or otherwise, cannot be accessed inappropriately or unlawfully by third parties. We have taken and will continue to take reasonable steps to ensure the secure and safe transmission of your Personal Information.

We use the Personal Information you provide for purposes including, but not limited to:

- Delivering on-line courses or exams;
- Fulfilling requests for products, services or information;
- Track and confirm online orders;
- Communicating exam and test results;
- Providing customer services;
- Administering programs, promotions or surveys;
- Offering new products and services;
- Improving the effectiveness of our Web Sites, our marketing endeavors and our services;
- Conducting research and analysis;
- Sending marketing communications; and

- Performing other business activities as needed, or as described elsewhere within this Policy.

Payment information, such as your credit card details, is collected only to process a transaction and is stored in an encrypted format and reasonable measures are taken to ensure your payment information is not vulnerable to theft or interception. We will not store or distribute your payment information in a manner that is not necessary for processing a transaction. We may employ third parties to assist us in fulfilling orders and other requests involving payment, and these third parties will have access to certain Personal Information in order to perform their services for us. We limit the use of all such Personal Information by these third parties to performance of such services. We take reasonable steps to obligate these third parties to handle information appropriately and confidentially.

JCAHPO may make information concerning you, the Web Site, online services and the uses thereof available to law enforcement personnel and agencies as required by law or in order to enforce JCAHPO's Terms of Use, and may disclose such information if required by law or a judicial or governmental order or subpoena. Where permitted by law, JCAHPO may also disclose such information to law enforcement personnel and agencies, or use such information as part of legal process, in order to protect its property or in furtherance of an investigation regarding unauthorized access or any illegal activities.

When contacting JCAHPO we may ask for certain Personal Information such as your name, e-mail address, telephone number or fax number. We use and disclose this information to personally identify you and to communicate with you. JCAHPO may provide your personal contact information to a third party if we determine that your contact information is of benefit to its members and/or their patients. If you do not want us to disclose your Personal Information to third parties, please submit your request in writing to the contact information below. When we receive your request, we will take reasonable steps to limit the use and disclosure of your Personal Information. It will take time to process your request so please be patient with us.

The Web Site uses cookies. Cookies are small data files that are sent by a Web site and stored on your computer. Cookies are used by most Web sites. Cookies can contain information about your use of our Site, but they are not used to identify or track you personally. Cookies you receive from the Web Site do not contain any personally identifiable information.

If you do not want to accept cookies from our Web Site or any others, most Web browsers have a setting to turn off the automatic acceptance of cookies. Use the Internet Options (in Microsoft Internet Explorer) or menu items to turn cookies off or receive warnings when cookies are sent to your computer. However, you should be aware that significant portions of our Web Site will not function properly if you do not accept cookies.

In the unlikely event that JCAHPO or substantially all of the assets of JCAHPO are acquired by a third party either in a bankruptcy court proceeding or otherwise, it is possible that your

Personal Information would be one of the assets transferred. In such an event, JCAHPO would take reasonable steps to require the third party to maintain its privacy policies and practices.

4. Opting Out of Receiving Promotional Materials.

Unless you opt out of receiving promotional materials, we may send you information by e-mail or postal mail to the addresses you submit to us on the pages of our Web Site. Such information may include newsletters, communications relating to JCAHPO distant learning, seminars, announcements or other information that may interest you. If you do not want to receive promotional information or material from us, submit your request in writing to the contact information below. When we receive your request, we will take reasonable steps to remove your name from our promotional lists. It will take time to process your request so please be patient with us.

5. Links to Other Sites

The Web Site and many of our print and electronic materials contain links to other Web sites. These other Web sites may send their own cookies to users, collect data, or solicit Personal Information. JCAHPO is not responsible for the privacy practices or the content of these other Web sites. Please check with the other sites to determine their privacy policies and how they may collect or use information.

6. Security

JCAHPO takes seriously the security of your Personal Information and has implemented technology and security policies and procedures intended to reduce the risk of accidental destruction or loss, or the unauthorized disclosure of or access to such information, reasonably appropriate to the level of the data concerned. In the unlikely event that JCAHPO believes that the security of your Personal Information in JCAHPO's possession or control may have been compromised, JCAHPO may seek to notify you of that development. If a notification is appropriate or legally required, JCAHPO will endeavor to do so as promptly as possible under the circumstances, and, to the extent JCAHPO has your e-mail address, JCAHPO may notify you by e-mail.

7. Your California Privacy Rights

JCAHPO respects and honors your wishes as it relates to preferences for receiving communications both online and in the mail as well as participating in any list rental and exchange program. To opt out of receiving email communications, mail or from participating in any list rental and exchange program, or to request a disclosure of any list rental and exchange information, please contact us as provided below. Any request for Personal Information will be fulfilled within a reasonable time frame.

8. Updating your Personal Information.

JCAHPO wants your Personal Information to be accurate and complete. To update your Personal Information please contact us in writing as provided below.

9. Contacting JCAHPO

We welcome your comments, suggestions, or questions about our privacy statement and JCAHPO privacy practices.

Please contact us:

By e-mail at jcahpo@jcahpo.org

By phone at 651-731-2944

By fax at 651-731-0410

By mail at: Lynn Anderson, Chief Executive Officer

Joint Commission on Allied Health Personnel in Ophthalmology

2025 Woodlane Drive

St. Paul, MN 55125-2998

Last Updated: February 26, 2010.