

## **Kaiser-Din Foundation Notice of Privacy Practices**

Kaiser-Din Foundation cares about the privacy and confidentiality of your information. We take protecting your privacy very seriously. Please read the following to learn more about how we treat your information collected as part of a continuing education program.

By using our website, continuing education website/platform and/or participating in a CME Program in any manner, you acknowledge that you accept the practices and policies outlined in this CME Program Notice of Privacy Practices (“Privacy Policy”).

### **Privacy Policy Coverage/Applicability**

This Privacy Policy covers our treatment of personal information that we gather when healthcare professionals or other visitors (“you”) use the CME website/platform or participate in the CME Program and activities. The CME Program website may include hyperlinks to other websites maintained or controlled by others.

Our Privacy Policy does not apply to the information practices or services offered by other organizations or individuals (“Third Parties”), including service providers, vendors, accreditation agencies, other healthcare and education providers, and others. Kaiser-Din Foundation is not responsible for and does not routinely screen, approve, review or endorse the contents of or use of any of the products or services that may be offered at these websites. If you choose to follow a link to another website, you should read that website’s privacy policy or consent form and make sure that you agree with it and can accept it.

### **Information Kaiser-Din Foundation Collects**

When visiting our website/CE dashboards or participating in CME activities, certain information about you will be collected.

1. Information you provide: will obtain information from you in one or more of the following ways:

a. Registration and Account Setup When you use our websites/dashboards or communicate with us to create your account during the registration process, we collect personal information about you, which is stored on a Third Party online learning management system that is required to meet our security standards. You are asked to provide certain information, including name, gender, mailing address, email address, phone number, day and month of birth, degree and affiliations, license and specialty information. If a payment is required as part of the registration, payment information will be collected.

b. Payment information Some CME services require payment of a fee. If you choose to pay these fees online, a Third Party vendor will collect and process your credit or debit card information. The Third Party vendor will have their own privacy policies and procedures. The CME Program does not have access to your credit card information if you register online. If you are unable to, or choose not to, register online, our staff may assist you over the telephone. If you request registration by phone, we will collect your credit card information, including name as it appears on the card, card number, expiration date, email and billing address, and immediately enter it into a Third Party vendor for processing that meets our security standards. We securely destroy any credit card information that is recorded on paper immediately after entering it into the system. The Kaiser-Din Foundation does not store any credit card information in our facilities, online database or files.

c. Online CME Courses As part of the online CME Program, we collect information to maintain a record of participation. We collect personal information, including your name, phone number, and email address. We also collect responses to quizzes and tests to assess your understanding of the content.

d. Conferences and Workshops When you attend conferences and workshops in person, we may collect information to maintain a record of participation. We may also conduct online pre- and post-activity tests, which collect your name, email address, and test scores.

e. Course Evaluations/Surveys/Feedback/Comments We use surveys/course evaluations to gather additional information about you and the CME Program. The surveys/course evaluations collect personal information, including name, professional designation, and email address. We may also collect information to assess the effectiveness of our programs, such as your achievement of the learning objectives, changes you plan to implement in your practice, changes you have implemented in your practice, and your feedback on the course content and speakers.

f. Mailing Lists If you choose to join our mailing list, we will collect your name and email address.

Contact Information For questions regarding this privacy policy, contact the Kaiser-Din Foundation via e-mail at [info@kaiserdinfoundation](mailto:info@kaiserdinfoundation) or via phone 609-714-3434.