

JCAHPO Privacy Policy

This statement outlines the policies and practices of the Joint Commission on Allied Health Personnel in Ophthalmology ("JCAHPO" or "we" "us" "our") regarding the collection and use of your personal information from your visit to our website (at www.jcahpo.org and all of our related sites such as our foundation site) and your use of our other Internet services. Our other Internet services include our online courses, Viewpoints Newsletter and electronic publications and other Internet-based features.

JCAHPO has created this privacy statement to demonstrate our commitment to maintaining the privacy of visitors to our website and users of our Internet services, and includes our policies for members and non-members of JCAHPO.

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 without the consent of a parent or guardian.

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 always be posted on our website at <http://www.jcahpo.org>. The privacy policy was last updated on May 1, 2008. We encourage you to check this website to view updates as they are posted.

3. Collection and Use of Information

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

To monitor site usage and improve the quality of our website, we gather general information about the use of our site. We use Web server logs and industry-standard website statistics software to count the number of users who visit our website and to count the number of views of particular pages, as well as to track other general statistics about our website. 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, the website from which you arrived at JCAHPO's website. At times JCAHPO may share with third parties the aggregate information about overall usage of our website and other Internet services that we collect, in order to provide general information about our Internet services, sell advertising, or establish sponsorships or other business relationships.

When you order products, register for events, or sign up for services, we will collect personal information necessary to process the transaction. This may include 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.

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 order 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 website, the JCAHPO 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. JCAHPO may also access and/or disclose your personal information if we believe such action is necessary to: (a) comply with the law or legal process served on JCAHPO; (b) protect and defend the rights or property of JCAHPO (including the enforcement of our agreements); or (c) act in urgent circumstances to protect the personal safety of users of JCAHPO services or members of the public.

When contacting JCAHPO at any of the e-mail addresses, we may ask for certain personal information such as your name, e-mail address, telephone number, or fax number. When collected for this purpose, the information is used solely to verify identity and to provide the assistance you are requesting. JCAHPO will not distribute or sell your e-mail address to any third party. JCAHPO may provide your e-mail address to a third party if management determines that your e-mail is of benefit to its members and/or their patients.

We reserve the right to send you certain communications relating to JCAHPO, such as service announcements, administrative messages and the JCAHPO Viewpoints Newsletter, without offering you the opportunity to opt-out of receiving them.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, providing customer support, hosting websites, processing transactions, or performing statistical analysis of our services. Those companies will be permitted to obtain only the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using it for any other purpose.

The JCAHPO website uses cookies. Cookies are small data files that are sent by a website and stored on your computer. Cookies are used by most websites. 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 JCAHPO website do not contain any personally identifiable information.

If you do not want to accept cookies from our website 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 Preferences (in Netscape browsers) 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 website will not function properly if you do not accept cookies.

JCAHPO web pages may contain electronic images known as Web beacons - sometimes called single-pixel gifs - that may be used to assist in delivering cookies on our sites and allow us to count users who have visited those pages and to deliver co-branded services. We may include Web beacons in promotional e-mail messages or our newsletters in order to determine whether messages have been opened and acted upon.

JCAHPO may also employ Web beacons from third parties in order to help us compile aggregated statistics regarding the effectiveness of our promotional campaigns or other operations of our sites. We prohibit Web beacons on our sites from being used by third parties to collect or access your personal information.

Finally, we may work with other companies that advertise on JCAHPO sites to place Web beacons on their sites in order to allow us to develop statistics on how often clicking on an advertisement on a JCAHPO site results in a purchase or other action on the advertiser's site.

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.

Personal information collected on JCAHPO sites and services may be stored and processed in the United States or any other country in which JCAHPO maintains

facilities, and by using a JCAHPO site or service, you consent to any such transfer of information outside of your country. JCAHPO abides by the safe harbor framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of data from the European Union.

4. Links to Other Sites

JCAHPO's website and many of our print and electronic publications contain many links to other websites. These other websites 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 websites. Please check with the other sites to determine their privacy policies and how they may collect or use information.

5. 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. JCAHPO is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information (such as a credit card number or password) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Do not share this information with anyone. If you are sharing a computer with anyone you should always choose to log out before leaving a site or service to protect access to your information from subsequent users.

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, JCAHPO would 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.

6. Contacting JCAHPO

We welcome your comments, suggestions, or questions about our privacy statement and JCAHPO's privacy practices. We also welcome members' requests to elect not to receive certain forms of communication from JCAHPO and third parties. You also can stop the

delivery of future promotional e-mail from JCAHPO sites and services by following the specific instructions in the e-mail you receive.

Please contact us:

By e-mail at www.jcahpo.org

By phone at 651-731-2944

By fax at 651-731-0410

By mail at: Lynn Anderson, Executive Director
Joint Commission on Allied Health Personnel in Ophthalmology
2025 Woodlane Drive
St. Paul, MN 55125-2998