

## **Southwest Idaho Area Health Education (SW ID AHEC)/Southwest Idaho Medical Education (SWIDME) Privacy Notice**

### ***Notice for Participants in CME Programs***

#### **NOTICE OF DATA PROCESSING**

This notice describes how the Southwest Idaho Area Health Education Center collects, uses, shares, and otherwise processes personal information about you (“personal data”) if you register and/or participate in an educational course offered by Southwest Idaho Medical Education (SWIDME), a project of SW ID AHEC.

#### **Processing of Personal Data**

If you register and/or participate in an educational course, we may process the following types of personal data:

- Information you provide on your registration form (*e.g.*, contact information, institutional affiliations, education)
- Payment information (*e.g.*, credit card number, bank account number)
- Interaction data (*e.g.*, questions or responses you submit, your forum contributions or other posts)
- Assessment data (*e.g.*, assignment responses, test scores)
- Evaluation data (*e.g.*, responses you provide to surveys that we send you about the course)

We also process personal information about prospective course participants (*i.e.*, names and mailing addresses) in order to send information about programs that may be of interest to you. We may receive this information from third parties.

We (or our vendors) collect personal data directly from you when you complete a registration form, submit materials through our online platform, or otherwise communicate with SW ID AHEC.

We may process your personal data for the following purposes, as applicable:

- To process your registration and to communicate with you about your registration
- To deliver the educational content to you, including conducting assessments and awarding credit
- To communicate with you about program offerings
- For research, statistical, or analytical purposes (*e.g.*, to assess our programs and improve our offerings)
- For compliance with legal obligations, to respond to subpoenas, court orders, or other legal process, and to enforce our agreements and contracts
- To meet the obligations of private organizations with oversight over SW ID AHEC, such as accreditation organizations
- To protect the health, safety, or rights of you, faculty and staff, other participants, and visitors
- To prevent or investigate fraud or other unlawful activity, and to protect the security of SW ID AHEC’s property, website, and other systems

The lawful bases for the collection and other processing of personal data by SW ID AHEC are the following:

- Processing is necessary for the purposes of the legitimate interests pursued by SW ID AHEC (*e.g.*, assessing our educational offerings, maintaining accreditation)

- Processing is necessary to process transactions requested by you and to meet our contractual obligations (*e.g.*, to register you for the program, process your payment, and deliver the content)
- Processing is necessary to comply with a legal obligation to which SW ID AHEC is subject
- With your consent, when applicable

We will share your personal data, only as necessary, in the following manner:

- With vendors that we engage to provide services (*e.g.*, service providers, IT vendors)

SW ID AHEC is located in the United States. Personal data that we collect will be processed in the United States. The data protection laws in the United States may not offer you the same protections as in your country. We comply with applicable U.S. laws protecting individuals' privacy and employ reasonable technical and organizational safeguards in order to protect the privacy and security of your personal data.

### **Retention of Data**

In order to comply with accreditation requirements, we retain all attendance, assessment, and evaluation records for 6 years. Thereafter, we retain certain personal data for our record-keeping and archiving purposes and as necessary to comply with legal and contractual obligations.