



DeBusk College of Osteopathic Medicine

LINCOLN MEMORIAL UNIVERSITY

Policy Order Number: DCOM CME Online Privacy 1

Effective Date: June 1, 2016

Revised:

Signature on File
Dr. Brian A. Kessler, Dean

LMU-DCOM Office of CME Online Privacy Policy

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1. **PURPOSE**

To protect the privacy of visitors to the Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) Continuing Medical Education (CME) web pages and online portal.

2. **POLICY**

The online privacy policy describes the type of information collected from the web pages and/or portal and how the LMU-DCOM CME office uses this information.

3. **PROCEDURE**

A. Personal Information Collected

- Name
- Mailing address
- Email address
- IP address

- Telephone number
- Credit card number
- Credentials
- Specialty
- Phone number
- How you heard about the online courses

B. Cookies.

A cookie is a small file stored on a computer or web server created when a website is accessed. These cookies provide you with a better experience on our website by tracking certain information. The user has the option of accepting or not accepting cookies (disabling cookies).

C. IP Address and Log Information

Web log files are created that record user data visiting the online site. Logs may contain the Internet domain from the accessed site, IP address, browser or operating system, pages viewed etc. All web log files are stored securely and encrypted and only accessed by LMU-DCOM authorized employees.

D. How is information used?

- To communicate with user about any online program information
- To process course registration, payment, and/or CME activity records to remain in compliance with accrediting agencies.
- For research/study purposes within IRB guidelines. All data used for research purposes is removed of identifying information.
- User information is not shared externally with marketing and/or mailing services.

E. Questions about the Office of CME online privacy policy:

CME Office-LMU-DCOM
 6965 Cumberland Gap Parkway
 Harrogate, TN 37752
 Phone: 423-869-6819 or fax: 423-869-7078
 Lincoln Memorial University Website Disclaimer <http://www.lmunet.edu/about-lmu/website-disclaimer>

4. CONSEQUENCES OF NON-COMPLIANCE

CME Sponsor Accreditation Probation and/or Revocation

5. DURATION OF POLICY

This Policy is effective as of the date above and shall remain effective until amended or terminated by the Dean of LMU-DCOM.