

POLICY NUMBER: 602.5

POLICY TITLE: Office of CME Online Privacy Policy

I. PURPOSE

This policy describes the policies and procedures 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.

II. POLICY STATEMENT

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.

III. DEFINITIONS

CME = Continuing Medical Education

IV. AUDIENCE

This policy applies to all visitors to the LMU-DCOM CME web pages and online portal.

V. COMPLIANCE

N/A

VI. ROLES AND RESPONSIBILITIES

LMU-DCOM Administration: The mission of the Office of Continuing Medical Education (CME) at LMU-DCOM will remain consistent with the mission of the DeBusk College of Osteopathic Medicine in its commitment to prepare outstanding osteopathic physicians who are committed to the premise that the cornerstone of meaningful existence is service to humanity.

Responsible Office: LMU-DCOM Office of Continuing Medical Education

Responsible University Officer: LMU-DCOM Director of CME

Policy Oversight Committee: LMU-DCOM Policy Process Committee

VII. STANDARDS

N/A

VIII. PROCEDURE

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

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).

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.

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.

Consequences of non-compliance include CME sponsor accreditation probation and/or revocation. This policy is effective as of the date above and shall remain effective until amended or terminated by the Dean of LMU-DCOM.

IX. CONTACT INFORMATION

For more information regarding this policy, please contact the LMU-DCOM Director of Alumni Services and CME at 423-869-6252.

X. DOCUMENT HISTORY

Policy Order Number: DCOM CME Online Privacy 1
Effective Date June 1, 2016

Version S23.1:

Approved by LMU DCOM Policy Process Committee 06/02/23

Approved by LMU Legal 06/15/23

XI. FORMS

<http://dcomcme.LMUnet.edu>

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/office-of-cme-preceptor-development/preceptor-faculty-development/index>

<https://www.lmunet.edu/about-lmu/privacy-policy>