

## **PRIVACY POLICY**

**Last Updated: May 5th, 2015**

ACR Learning Center is concerned about your privacy. The nature of the services provided on the Website requires that ACR Learning Center collects and uses certain information about you. This Privacy Policy explains what personal information ACR Learning Center collects from you, the manner in which ACR Learning Center collects it and the purposes for that collection. This Privacy Policy is designed to ensure that you are aware of how your personal information is being used and to provide you with choices about that use. By visiting the Website or submitting your personal information, you accept the terms described in this Privacy Policy.

### **COLLECTION OF PERSONAL INFORMATION**

When you register on our Website, we will ask you for certain personal information such as, for example, your address, telephone number and e-mail address. If you send ACR Learning Center any correspondence, such as e-mails, letters or requests for technical support, ACR Learning Center may retain the information they contain. If any third parties provide information to us about you, we will treat that information in accordance with this Privacy Policy.

You may choose to disclose or not disclose the personal information we request during the registration process; however, if you choose not to disclose the requested information, we may not be able to provide you with some or all of the information or services you request.

### **AUTOMATED INFORMATION COLLECTION**

ACR Learning Center automatically tracks certain information about you based upon your behavior while visiting the Website. This information is used to better understand and serve you by responding to your particular interests and needs. This information may include the Uniform Resource Locator (URL) for the webpage that you just came from (whether this URL is on the site or not), which URL you next go to (whether this URL is on the site or not), what browser you are using, and your IP address. ACR Learning Center may collect this information and may store this session information about you on our system. Any such information associated with you personally is subject to this Privacy Policy.

Additionally, the ACR Learning Center may use a browser feature known as a "cookie." A cookie is a piece of data stored on your computer that runs an Internet browser and is commonly used to store information about an individual's online activities, including information such as the content or advertisements that a person views or the pages a person visits within a particular website. It can contain information about you, your computer, your browser, your session, the websites you visit and other information about you or others who use, or have used, the computer or browser you use to access the Internet. Cookies are used for record-keeping purposes: the stored information can be retrieved by our Website when you return to our Website. This allows us to personalize or regulate the use of our Website, and it also permits us to automate the access and data entry functions of our Website (e.g., login information), and to tailor the appearance or presentation of the Website to your preferences or interests. The cookies we use, if any, are not linked to any personally identifiable information while using the website unless you have given us permission to link personally identifiable information to one or more cookies. However, please note that you give us that permission any time you register on the Website, use or conduct a transaction through the Website, or identify yourself or the computer you are using through the Website.

You can turn off the ability to receive any of these cookies by adjusting the browser on your computer. Most browsers offer instructions on how to reset the browser to reject cookies in the “Help” section of the toolbar. If you refuse cookies, however, certain functions and conveniences of the Website may not work properly.

## **HOW WE USE YOUR INFORMATION**

We use the information collected automatically to obtain general statistics regarding the use of the Website and its specific web pages and to evaluate how our visitors use and navigate the Website. For example, we may calculate the number of people who use the Website, open our e-mails and determine which pages are most popular.

ACR Learning Center uses the information you provide through the registration process to provide you with the information and services you request, to communicate with you on matters relating to the Website and your account, to provide necessary information to accrediting or certifying bodies and other of our business affiliates (but only in connection with the information and services you request from us) and to provide you with information about related services and/or products.

ACR Learning Center may also use information about you to resolve disputes, troubleshoot problems or enforce our rights. At times ACR Learning Center may review the information of multiple users to identify problems or to resolve disputes.

**Opt-Out Policy:** If you do not wish to receive certain communications from ACR Learning Center you may opt out by declining the service offered or informing us that you no longer wish to receive such communications. We will comply with your request unless such communications are necessary for the administration of your account, required by law or necessary to protect our rights.

## **SHARING WITH THIRD PARTIES**

Some of your private information may be disclosed to third parties (for example, accrediting bodies for continuing education or entities which provide board certifications) in order to provide the information and services that you request, and may be used by both ACR Learning Center and third parties to provide that information and/or perform those services. You acknowledge that certain activities may require ACR Learning Center to share your private information, and/or the activity’s results with the associated third-party accreditor or entity providing board certification. We are not responsible for the use of any such information by such third-party accreditor or entity providing board certification, including use by any of the same in a manner not intended when such information is disclosed to them.

We may combine, in a non-personally identifiable format, the information that ACR Learning Center collects from you with information from other users to create aggregate data, which may be used by us for research purposes or shared with third parties. For example, ACR Learning Center might inform third parties regarding the number of users of our Website and their collective interaction within the Website.

The aggregate data that we may share does not contain any information that could be used to identify or contact you, and we require parties with whom we share aggregate data to agree that they will not attempt to make this information personally identifiable, such as by combining it with other databases. We will not disclose your personal information to any third party without your prior permission, except

as otherwise permitted by this Privacy Policy or the End User License Agreement into which it is incorporated by reference.

## **OTHER DISCLOSURE**

Technical and legal circumstances beyond our control could prevent ACR Learning Center from ensuring that your information will never be disclosed in ways not otherwise described herein. For example, among other things, we may be required by law, regulation or court order to disclose information to government representatives or third parties under certain circumstances. If ACR Learning Center is requested by law enforcement officials or judicial authorities to provide information on individuals, ACR Learning Center may, without your consent, provide such information. In matters involving claims of personal or public safety or in litigation in which the data is pertinent, ACR Learning Center may use or disclose your personal information without your consent or court process. Unauthorized parties may unlawfully intercept or access transmissions despite any commercially reasonable security efforts by ACR Learning Center. Even with such technology, no website is 100% secure. Further, corporate restructurings, sale of assets, merger, divestiture and other changes of control or financial status affecting the Website may require disclosure as an incidental result of a transfer of assets by operation of law or otherwise. Therefore, ACR Learning Center does not promise, and you should not expect, that your private information shall remain private under all circumstances and you shall not hold ACR Learning Center or its business associates liable for its failure to do so.

## **YOUR RIGHTS**

You may review and update the personal information you have provided to ACR Learning Center and change certain choices you have made concerning the sharing of your personal information, by making changes on the My Account tab at the top of the page.

You may at any time print, download or request a printed copy of this Privacy Policy or the End User License Agreement into which it is incorporated by reference.

## **SECURITY**

ACR Learning Center uses commercially reasonable efforts to ensure the security of your personal information, but no method of transmitting or storing electronic data is ever completely secure, and ACR Learning Center cannot guarantee that your information will never be accessed, used or released in a manner that is inconsistent with this Privacy Policy.

## **LINKS TO OTHER WEBSITES**

This Privacy Policy applies only to information collected by the ACR Learning Center Website. Any information you provide to, or that is collected by, third-party sites is not subject to this Privacy Policy and may be subject to the privacy policies of those sites, if any. It is the sole responsibility of such third parties to adhere to any applicable restrictions on the disclosure of your personal information, and ACR Learning Center and our affiliates shall not be liable for the wrongful use or disclosure of your personal information by any third party.

## **TRANSFER OF DATA OUTSIDE YOUR HOME COUNTRY**

Your information will be stored, processed and accessed in the United States. If you use the Website from outside of the United States, you consent to the transfer of your information to the United States (i.e., outside your country of residence).

## **USE OF THE WEBSITE BY CHILDREN**

By submitting your information through the Website, you will be considered to have given your permission and consent for the collection, use, retention and disclosure of your information (including personally identifiable information) as set forth in this Privacy Policy. Use of the Website and ACR Learning Center's services is strictly limited to persons who are of legal age in the jurisdictions in which they reside. Users under the age of 18 are not permitted to use or register on this Website.

ACR Learning Center will not knowingly accept any information from an individual under the age of thirteen (13) years. In compliance with the Children's Online Privacy Protection Act ("COPPA"), any information that ACR Learning Center may receive from any individual who is reasonably believed to be under the age of 13 will be deleted. If you are under the age of 13, please do not provide any information (including personally identifiable information) through the Website. If you are under the age of 13 and have already provided information through the Website, please have your parent or guardian contact us immediately using the information below so that we can remove such information from our files.

## **CHANGES TO THIS POLICY**

From time to time ACR Learning Center may modify this Privacy Policy. You can view the most recent version of this Privacy Policy at any time by clicking the "Privacy Policy" link at the bottom of pages on the Website. Your continued use of the Website after any modification indicates your agreement to the new terms.

## **CONTACT US**

If you have any questions that are not answered elsewhere on this site, if you would like to review the personally identifiable information we have collected about you or if you believe that this Privacy Policy has been violated, please contact us at [lifetimesupport@cecacitysupport.com](mailto:lifetimesupport@cecacitysupport.com). Our response to such inquiries may be limited to information under our direct control.