



## NCC Privacy Policy

### Who we are

The National Certification Corporation (NCC) is a not-for-profit organization that provides national certification programs for nurses, advanced practice nurses, physicians and other licensed healthcare professionals. Certification is awarded to licensed health care professionals in the obstetric, gynecologic, women's health and neonatal specialties. Since its inception in 1975, NCC has awarded certifications to more than 150,000 licensed health care professionals.

NCC is committed to maintaining the trust and confidence of our website visitors. We do not sell, rent or trade email or phone lists with other companies and businesses. This Privacy Policy will provide detailed information on when and why we collect personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. The policy also explains NCC's practice in using cookies and other technologies for storing information on other's devices and retrieving information from such devices.

NCC acts as the 'controller' of the information we hold about "you" the registered user or as the 'processor' of the information that a customer has entrusted to us. The term 'you' refers to the registered user reading the policy, i.e. you as a natural person (and not any company or other organization that you may be associated with).

### Personal Data We Collect

NCC collects and stores limited personal data in order to operate effectively and to provide our purchasers and certificants with products and product functionality. Those using NCC products or holding certification(s) provide data directly by creating a user account and developing a profile upon purchase of any NCC product. NCC provides you with an NCC ID number for access to your account. When an account and profile is created, NCC collects your name, address, email and biographical data as requested. Your information is not publicly displayed or shared and is kept secure. When you contact NCC (Via email or phone) your communication may be maintained in your account for review. You are able to view all information held by NCC when you login to your account.

NCC uses personal data such as your name and contact information to provide our services, personalize your content and the information we send you, market and promote our newsletters, special offers and promotions or otherwise contact you about volunteer work or opportunities to assist in national certification. NCC also gathers metrics to better understand the certified health care professional and to evaluate and improve national certification, develop new products and services and to comply with legal or licensure obligations. Metric and aggregate data is de-identified.



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### Marketing and Data Processing

NCC uses data we collect on behalf of those who are certified or those using NCC products. Contact information is used to improve our products and personalize your experience. In addition, it is used for sending certification, notification and promotional emails. NCC uses emails and addresses to update certificants and those who have established a profile, about changes in certification, certification needs, education and educational resources, public service announcements and tools for practice.

NCC shares information as set forth below:

When applying for certification, specific information is shared with the testing vendor to provide you with the certification exam and to provide NCC with the test results. NCC also uses the data you provide to provide you with the products we offer, which include examinations and educational resources. De-identified Data provided by you is used in aggregate form in accreditation applications and reports for National accreditation of our certifications and credentials and in publications and presentations that impact certification and the work done by NCC.

NCC provides a postal mailing list that does not contain emails or phone numbers to a contracted marketing group for advertising professional meetings specific to those we certify or for research surveys related to practice in perinatal/neonatal/obstetrical or women's health or other relevant health fields. When establishing a profile with NCC you may opt out of all email communications except for those critical to certification or maintenance of certification.

NCC provides a Practice Resource Briefing to all certificants that is sent through BulletinHealthcare as a newsletter and provides topics that impact health care practice. Emails are securely uploaded to the subscriber list when an individual becomes certified and cannot be used for any other purpose than sending the Briefing. You may unsubscribe from the Practice Resource Briefing at any time. You should also review BulletinHealthcare's privacy policy at <https://www.bulletinhealthcare.com/privacy-policy/>.

NCC may be required to share information if it relates to certification and licensure, legal process, or to protect the rights of certificants, the public and NCC. Legal requirements such as verification of certification is shared when required by law. All other verifications of your certification(s) require your NCC ID. A verification cannot be done unless you have provided the NCC ID to the person/entity requesting the verification.

NCC does not use what you say in emails or voice mails to target ads to you and we do not use photos or uploads you provide beyond what is required to obtain or to maintain certification without your permission. NCC does not store personal financial information or health care information of any kind.

### Cookies Policy/site performance data tools....

NCC uses a combination of site performance data (date and time stamps, performance metrics, etc.), session cookies and persistent cookies in order to track how you use and experience our website, build anonymous statistical data about how our website is performing, and to power the personalization of website content to you.

Please note, if you configure your browser to reject cookies, you might not be able to access important functions or areas of the NCC Site or enjoy certain conveniences at the NCC Site.



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You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

### Access to your personal information

You have the right to view or amend, the personal information that we hold about you. Access is granted to you when you set up an account and profile with NCC by logging into your account. You may update or correct your account information at any time by logging in to your account.

You have the right to delete your personal information if you have not been certified by NCC. If you have ever been certified by NCC or applied to NCC for certification, your name, ID number, and information about certification, maintenance and reinstatement are maintained for regulatory and continuity purposes.

For those never certified who wish to delete address and biographical information permanently, please email [nccprivacy@nccnet.org](mailto:nccprivacy@nccnet.org). Any deleted or deactivated account will not be restored, and you will no longer receive any communication from NCC. For those previously certified, the historical critical information, as outlined, will remain in the NCC database. This basic information can be re-activated if you decide in the future to become certified again.

NCC does not store any financial information including credit card or checking account information. All information stored by NCC is visible to you in your profile.

You can manage your email and notice preferences in your account profile settings. If you opt out of receiving emails or other information that NCC believes may interest you, you will still receive your transactional e-mails about your account and any information required to obtain or maintain certification.

Generally, no one is obliged to give us personal data, but failure to do so may, or depending on the circumstances, will or is likely to, result in our not being able to approve certification eligibility or on-going certification through NCC. In the case the personal data is required for certification and you fail to provide this data when requested, we may not be able to perform or maintain the service we provide for you. Should that be the case, we may have to cancel the certification or service you have with us, but we shall let you know at the time if that applies.

### Links to Other Web Sites

This privacy notice does not cover non-NCC website links within the NCC site. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

### Confidentiality and Security

We consider the confidentiality and security of your information to be of utmost importance and take



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precautions to protect your information. When you submit sensitive information via the website, your information is protected in a secure online environment. We use industry standard physical, technical and administrative security measures to keep your Personally Identifiable Information confidential and secure and will not share it with third parties, except as otherwise provided in this Privacy Policy, or unless such disclosure is necessary in special cases as required by applicable law. Wherever we collect sensitive information, that information is encrypted and transmitted to or from us in a secure way.

NCC uses encryption to protect sensitive information transmitted online. Only employees who need the information to perform a specific job (for example, customer service or verifications) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Because the Internet is not a 100% secure environment, we cannot guarantee the security of personally Identifiable Information, and there is some risk that an unauthorized third party may find a way to circumvent security systems or that transmission of your information over the Internet will be intercepted. It is your responsibility to protect the security of your login information, including your password and NCC ID. Please note that e-mail communications are typically not encrypted and should not be considered secure.

### **Changes to this Privacy Policy**

NCC may change this policy from time to time by updating this page. This policy is effective from April 1, 2020. If you have any privacy related questions, suggestions, unresolved problems or complaints you may contact us via email at [nccprivacy@nccnet.org](mailto:nccprivacy@nccnet.org).