# OSU Office of Continuing Medical Education Information & Privacy Policies

#### INTRODUCTION

Oklahoma State University Health Sciences Center, College of Osteopathic Medicine Office of Continuing Medical Education and Project ECHO is committed to providing quality continuing medical education to osteopathic physicians and related professionals.

The Office of Continuing Medical Education is an American Osteopathic Association (AOA) Category I Accredited Sponsor of continuing medical education. All courses are designed for physicians and related health professionals with emphasis on problems encountered on a daily basis.

#### CME CREDIT

Each ECHHO lecture has been approved by the American Osteopathic Association for 2 hours of CME Category 1A CME credit.

### **PRIVACY POLICY**

The following represents the information gathering and use practices of the Oklahoma State University Center for Health Sciences (OSU-CHS) Office of Continuing Medical Education and Project ECHO

# **INFORMATION GATHERING**

The OSU-CHS Office of Continuing Medical Education (CME) and Project ECHO is committed to respecting your privacy. Once any personally identifiable information is received, you can be assured that it will only be used to support your relationship with CME and Project ECHO.

We collect information about your visit to our website that will help us diagnose problems and to make our website more user friendly. While all cases are tracked for this information, all users remain anonymous and no personal information is collected.

## **USE OF INFORMATION**

CME and Project ECHO uses information collected from you to better understand your needs and to provide you with better service. Specifically, we use your information to help you complete a transaction, to communicate back to you, to update you on services and benefits, and to personalize our website for you.

CME and Project ECHO will not sell, rent, or lease your personally identifiable information to others without your express permission. Unless we have your permission or are required by law, we will only share personal data provided by you with authorized personnel within the institution. CME and Project ECHO will not use or share the personally identifiable information provided to us in any ways unrelated to the ones described above without letting you know and offering you a choice.

### **SECURITY**

CME and Project ECHO is committed to ensuring the security of your information. To prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. We use encryption when collecting or transferring sensitive data such as credit card information.

# **COOKIES**

CME and Project ECHO may use "cookies" to collect information. A cookie is a small data file that is transferred to your computer's hard drive through your Web browser when you visit our website. Cookies allow CME and Project ECHO to recognize your browser and to measure activity on different pages of the website. Based on these measurements, CME may update and improve the website. CME and Project ECHO also uses cookies to improve your experience. For example, your username and viewing preferences may be remembered using cookies, allowing you to visit various parts of the website without resubmitting information.

Most browsers are initially set to accept cookies. If you prefer, you can set your browser to notify you when you are about to receive a cookie and to give you the option to refuse the cookie, or to disable cookies altogether. Note, however, it is possible that some parts of the website may not function properly for you if you refuse or disable cookies.

# **CONTACTING THE CME OFFICE**

CME and Project ECHO provides this Online Privacy Statement to make you aware of our privacy policy and practices and of the choices you can make about the way your information is collected and used. To make this notice easy to find, we have made it available on our home page. If you have any questions about the practices of this site or your dealings with this site, you may contact Project ECHO at tara.m.jackson@okstate.edu or by calling 918.561.1460.