



## National Board Learner Privacy Policy

### Privacy Policy of the National Board

Protecting your privacy is important to us. This privacy policy ("Privacy Policy") covers privacy practices with respect to "Personally Identifiable Information" that is transmitted electronically to or collected by the web, telephone, mail or other methods.

By visiting this Web site, and/or using National Board services, you agree to the terms of this Privacy Policy as they may be revised from time to time. The Web site will always display the latest revision of this policy.

### Information We Collect and How We Use It

- Personally Identifiable Information

In order for you to receive National Board training, we require you to register and provide us with your name, organizational affiliation, telephone, email address, birth date and National Board commission (if applicable).

Additional information that is protected under this policy, and will only be shared directly with you, includes courses you have attended, dates, durations and CEUs awarded.

- How We Use the Information

We will not sell, share or rent Personally Identifiable Information. We do not sell, share or rent to others email addresses solely for the purpose of third party marketing.

We may use your Personally Identifiable Information to respond to your requests and inquiries and to communicate timely information, in the form of emails, such as feedback on class activity or training programs available from the National Board.

The National Board uses an automated electronic credit card processing method, so if you register for training using a credit card, the National Board only sees the approved payment, not any credit card information.

- Problems or Complaints

If you believe there has been a violation of this Privacy Policy, please contact us. We will investigate and take appropriate action and report back to you within a reasonable period of time.