

# Data Privacy Policy

## 1. Commitment to privacy

ABPM respects your privacy and acknowledges the sensitivity of your personal information. We have created our data privacy policy to address any concerns you may have and to assure you that we will handle your personal information appropriately. This privacy policy describes our policies and practices regarding collection and use of your personal data and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility and we will continue to update this policy as we undertake new personal data practices or adopt new privacy policies.

## 2. Why does ABPM collect and store personal data?

In order to provide you with necessary and appropriate candidate and Diplomate-related services, we need to collect personal data for multiple reasons, including correspondence purposes and detailed service provisions. We are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

## 3. What information is collected?

When you submit an application for our Certification or ABPM Maintenance of Certification Examinations, you will be asked to submit certain information which we collect in order to fulfill your expectations and anticipate your needs. The type of information collected will include name, addresses, email address, phone numbers, birth date, education, licensure information, DEA number, board certifications, practice experience, scope of practice, documentation of

practice in pain medicine, number of CME credits obtained over the last three years, billing and delivery information, credit card information and other demographic information. Our need and basis for collecting and processing this information is to deliver the products or services you requested, service your information and fulfill your needs and expectations. Like most websites, our sites use cookies and tracking tools that will recognize IP addresses, digital device identifiers and browsers, which help us analyze visitors' practices and preferences.

#### **4. How does the ABPM use the information?**

We will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and on the legal basis of ABPM's legitimate interests in providing services, websites, apps and their functionality to you. We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs. Once collected, we may use your personal information to:

- Register you for programs and services you have requested
- Process, fulfill and follow up on your applications
- Deliver ABPM services such as newsletters, publications, webinars, or exams
- Provide access to Diplomate-only website content
- Answer your emails or on-line requests
- Send information you requested and verify your current information
- Send and process surveys, CME and MOC quizzes
- Alert you when fresh content is posted or released
- Invite you to apply for or renew your certification
- Notify you about new products/services, special offers, upgrades and other related information from ABPM, and approved third parties
- Ensure ABPM sites and apps are relevant to your needs
- Recommend content that suits you

Members may edit their profile at any time to change, add, or remove personal contact information. The ABPM may occasionally share personal information with our business partners in order to offer products or services that may be of interest to you.

#### **5. With whom we may share information**

Information provided by you or related to your membership and purchases is maintained in

association with your membership or profile account. ABPM occasionally engages other companies to provide limited services on our behalf including, but not limited to, processing payment card transactions, mailing and delivering purchases, data modeling, session monitoring and website analytics, printing, exam registration, email distribution, website and systems hosting and data storage. We only provide those companies with access to information as is required to deliver the service and they are prohibited from using that information for any other purpose.

### **6. Disclosure to third parties**

On occasion, ABPM may disclose your personal information to a third party. Those circumstances include when: (1) reasonably necessary to perform a service, deliver a product; (2) authorized by you; (3) permitted under this Privacy Policy; (4) required by statute or regulation; or (5) in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on the ABPM; (b) protect and defend the rights or property of ABPM; (c) protect the personal safety of ABPM personnel or members of the public in urgent circumstances; or (d) enforce the ABPM Privacy Policy or Terms of Use.

### **7. Cookies and other tracking technologies:**

ABPM and our third-party partners, such as our advertising and analytics partners, use cookies and other tracking technologies (e.g., web beacons, device identifiers and pixels) to provide functionality and to recognize you across different services and devices or sites.

### **8. Correspondence information**

If you correspond with us by email, the postal service, or other form of communication, we may retain such correspondence and the information contained in it and use it to respond to your inquiry; to notify you of our examinations, publications, or other services; or to keep a record of your correspondence, assistance request, etc. Users may opt out of receiving certain communications by following the unsubscribe process described in an email communication, or by contacting our office directly.

### 9. Access to your information

Certain tools and settings are provided to help you access, correct, delete or modify your personal information. We welcome you to contact us regarding the information we have collected about you, including to verify the nature and accuracy of the data collected, to request a modification or deletion of your information, to opt out of certain services, or to withdraw any consent you may have granted. Please note that if you choose to delete your information or opt out of the collection and use of your information, certain features may no longer be available to you.

**10. Payment Information** We may collect and store information related to purchases if you choose to purchase goods and services from us. You may provide certain information to complete payments, including your credit or debit card number, card expiration date, CVV code, and billing address (collectively, "Payment Information"), along with your name and billing, and shipping address, to complete payment transactions. Credit card information received via fax, phone, or mail is entered into a secure system and then deleted and destroyed.

### 11. How to opt out of Email

If you do not want to receive emails from ABPM in the future, please send a request via email to [info@abpm.org](mailto:info@abpm.org) or you can unsubscribe directly using a link at the bottom of ABPM emails. Please note: This action does not remove you from third party vendor communications. Please contact the vendor directly for their opt-out procedures.

### 12. Changes in Our Privacy

The policy has been updated to be in line with the requirements of the EU's General Data Protection Regulation (GDPR). Any changes to our privacy policy will be posted on this page. We reserve the right to amend the Policy at any time, for any reason.

### 13. Data Protection Officer

ABPM is headquartered in Arlington Heights, Illinois in the United States. We have appointed an internal data protection officer if you have any questions or concerns about our data policies or practices. Our data protection officer's name and contact information are as follows:

Jeff Kiva  
Data Protection Officer  
American Board of Pain Medicine

85 W. Algonquin Road, Suite 550  
Arlington Heights, IL 60005 USA  
847-725-2279  
Email: [jeffkiva@abpm.org](mailto:jeffkiva@abpm.org)

### 14. How to Contact Us

We welcome your comments about this policy, your membership in the ABPM, and your experience with our services.

American Board of Pain Medicine  
85 W. Algonquin Road, Suite 550  
Arlington Heights, IL 60005 USA  
847-981-8905  
[info@abpm.org](mailto:info@abpm.org)

