

## Continuing Medical Education

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COLLEGE  
OF MEDICINE

## Privacy and Confidentiality Policy

### Policy

- The CME Office will not release personal information obtained during CME activities to third parties without the consent of the affected individual(s).

### Explanation and Clarification

- By their participation in CME activities, activity planners and faculty agree that CME organizers and providers may release information on their qualifications, affiliations, and conflicts of interest to learners and the public.
- CME participants shall not be required to disclose social security numbers in order to obtain CME credit or documentation of credit.
- Personal information obtained during CME activities may include, but is not limited to, mailing address, amount of credit earned, and professional degree(s).
- Third parties requesting verification of CME credit must provide evidence that the individual has consented to the release of their information.
- Personal information that is obtained during CME activities shall be maintained in a locked storage area not accessible to the general public and, where appropriate, in secure, password-protected, electronic databases.