



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Continuing Education Privacy Policy

Policy 5.13

Volume 5 Continuing Education
Chapter 13 Continuing Education:
Privacy Policy

Responsible Office: Continuing
Education

Originally issued: 2001

Revised: August 2007

Policy Statement

The Division of Continuing Education maintains the confidentiality of personal information. Personal information of registrants is never released to anyone outside Medical College of Georgia Division of Continuing Education. The Division of Continuing Education collects only the information necessary to provide the services requested by the participant.

Reason for Policy

The Division of Continuing Education is controlled by Medical College of Georgia's privacy policy and by accrediting organizations that require specific privacy protocols regarding the personal information of participants in continuing education activities. Medical College of Georgia's Division of Continuing Education must adhere to these protocols to maintain accreditation.

Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, exhibitors), course participants, and university administrators are covered by these policies.

Who Should Read This Policy

This policy should be read by continuing education course directors, course planning committees, course faculty, commercial supporters, and university administrators.

Contacts

Contact	Phone	e-mail/URL
Director, Continuing Education	706-721-3967	http://www.mcg.edu/ce/
Senior Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/med.html
Assistant Conference Coordinator for Medicine	706-721-3967	http://www.mcg.edu/ce/med.html
Dental Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/dental.html
Assistant Conference Coordinator for Dentistry	706-721-3967	http://www.mcg.edu/ce/dental.html
Nursing/Allied Health Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p513.pdf>

Definitions

These definitions apply to these terms as they are used in this policy.

Personal information Includes, among other identifiers, birthdate, home address, home and mobile telephone numbers, e-mail address, complete Social Security Number, and last four digits of the Social Security number

Overview

The Division of Continuing Education, in order to maintain accreditation by the respective governing bodies, must ensure that personal information of participants in Continuing Education is kept in a secure location, and that confidentiality of the information is maintained at all times.

Process/Procedure

Personal information of participants in Continuing Education programs is maintained in locked secure sites. No personal information is released to any outside party. Information contained on registration forms, evaluations, and impact assessments is stored in a secure location, and when disposed of, is shredded and delivered to a safe disposal site.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.13, Continuing Education Privacy Policy, are:

Director of Continuing Education	Provides oversight and ensures compliance with Medical College of Georgia’s business practices related to security of personal information, and to accreditation agency guidelines for the security of personal information.
Registration Manager	Manages personal information privacy in compliance with Medical College of Georgia’s business practices related to security of personal information, and to accreditation agency guidelines for the security of personal information.
Registration Specialist	Manages personal information privacy in compliance with Medical College of Georgia’s business practices related to security of personal information, and to accreditation agency guidelines for the security of personal information.
Business Manager	Manages personal information privacy in compliance with Medical College of Georgia’s business practices related to security of personal information, and to accreditation agency guidelines for the security of personal information.