

## 1.6 PRIVACY POLICY

**Policy #: 1.6**

**Date Created: 01-09**

**Date Reviewed: 4-14, 7/2021**

**Approved: 02-09, 4-14, 5-18, 7-21**

### **PURPOSE:**

The International Association of Forensic Nurses (“IAFN”) respects its individual members’ privacy and is committed to protecting personal information that is provided from members to IAFN.

The IAFN respects the privacy and confidentiality of patients/victims and is committed to protecting personal information obtained from patients/victims in the process of data collection and/or analysis.

This privacy policy (the “Privacy Policy”) sets forth IAFN's privacy policy and practices and discloses how information is maintained and utilized.

### **POLICY:**

#### ***ASSOCIATION MEMBERS***

##### **Information Collection and Use**

This Privacy Policy applies to the collection of personal and non-personal member information that may be transmitted or stored via the IAFN website and member database, which are hosted by a third-party vendor.

For purposes of this Privacy Policy, “Personal Information” means any information associated with a member’s name or personal identity. The following types of data are considered Personal Information: name; address; birthdate; email address; username; password; Social Security Number; IP address; credit card/payment information (referred to in this Privacy Policy as “Financial Information”); and professional license numbers. “Non-personal Information” means data about usage patterns, reported in the aggregate, which is not associated with a specific personal identity of an IAFN member.

It is the policy of IAFN to collect, use and maintain Personal Information of its members in order to provide access to and improve the content of its website, to process orders and payments, to confirm membership, certification and accreditation information and to support and/or respond to membership requests.

Non-personal Information collected, used and stored by IAFN may include pages visited on IAFN's website, the type of browser used by a visitor to the IAFN website, and the Country from which the visitor is accessing the site. Any Non-personal Information is used in the aggregate to

better understand IAFN's website usability and performance. Additionally, third party advertisers may employ the use of cookies and tracking links in tracking the effectiveness of their advertisements. IAFN has no access to these third-party cookies. IAFN may also employ the services of a third-party agent (such as Google Analytics) in tracking aggregated statistical data about our Website.

## **Financial Information**

IAFN may request and use Financial Information of a member, such as credit card details. It is the policy of IAFN that any Financial Information will only be used by IAFN for billing, payment, and order processing purposes. IAFN will only record and store the last four digits of a member's credit card number for reference use only.

It is the policy of IAFN to employ secure server technology for online purchasing. The secure server technology encrypts Financial Information before it is transmitted over the Internet, making it secure. Only browsers that support secure server technology may be used to purchase products or otherwise transmit Financial Information through the IAFN website.

## **Disclosure of Personal Information**

IAFN will not sell, rent or lease any Personal Information to third parties, and will not share or otherwise disclose Personal Information with its business partners or any other third-party except as described below. IAFN will never sell, rent or lease email addresses of its members.

1. **Agents:** From time-to-time IAFN may employ other companies and people to perform tasks on its behalf and may need to share Personal Information with them to provide products or services to the membership. IAFN requires that vendors maintain the security of any PI that it can access.
2. **Business Transfers:** If for any reason IAFN may choose to buy, sell or transfer assets, go out of business, or enter bankruptcy, the Personal Information of its members may be transferred to and used by a third party.
3. **Promotional Offers:** IAFN may send electronic promotional offers to its members. However, members will be provided the opportunity to opt not to receive such promotional offers.
4. **Protection of IAFN and others:** IAFN may disclose Personal Information to a third party when it believes in good faith that disclosure is necessary to comply with law, enforce or comply with conditions of its agreements with third parties, or protect the rights, property or safety of IAFN, its employees, its members or others. Disclosure pursuant to this provision may include exchanging information with other companies and organizations for fraud protection and credit risk reduction purposes, and to comply with export laws.
5. Member information is available to other IAFN members via the Member Community and on IAFN's website. Members select the privacy settings of each field of personally identifying information when they join. It may be updated at any time by following the instructions available in the Member Center of the Member Community. IAFN does not

control how other members may use the information available in the Member Community and via IAFN's website.

6. While IAFN does not provide a member listing to the public, limited member information (Name, City and State) is available if someone specifically searches the website for a member by name.
7. Member rosters are provided to IAFN chapters.
8. Sexual Assault Nurse Examiner ("SANE") certifications, including name, contact information, and type of certification, and expiration date(s) are published so that the public may verify educational and professional experiences with SANE.

It is the policy of IAFN to maintain the reliability, accuracy and completeness of Personal Information in its databases and to protect the privacy and security of its databases. IAFN and databases are protected by reliable security technology.

### **Choices Relating to Personal Information**

Some Personal Information may remain in backups of IAFN's records. IAFN may retain Personal Information if it believes in good faith that retaining such Personal Information is necessary to comply with law, enforce or comply with conditions of its agreements, or protect the rights, property or safety of IAFN, its employees or others.

### **Revisions to the Privacy Policy**

IAFN occasionally reviews and modifies this Privacy Policy. Therefore, IAFN recommends that each member review the terms from time to time to ensure that familiarity with how IAFN collects and uses personal information.

## ***PATIENTS/VICTIMS***

### **Information Collection and Use**

This Privacy Policy applies to the collection of personal and confidential information that may be collected from patients/victims in the course of conducting Association business, including grant/cooperative agreement projects. The following types of data are considered "Personal and Confidential Information": name; address; birthdate; email address; Social Security Number; IP address; telephone numbers; dates and locations of care; or any other identifying information when that information is collected directly by IAFN or through information sharing with partners.

"Non-personal Information" means data reported in the aggregate, which is not associated with a specific personal identity.

It is the policy of IAFN to collect, use and maintain Personal Information of patients/victims in order to provide access to resources in response to direct requests, and to effectively follow-up on those requests. Additionally, IAFN may enter into data sharing or business associate

agreements in conjunction with specified grant-related activities. In all instances where IAFN receives patient/victim data from an outside organization, a legal contract/data sharing agreement will be employed outlining the limitations of data collection, use and disclosure.

Non-personal information reported in the aggregate may be used for purposes of internal research or in conjunction with specific grant requirements. IAFN shall comply with all international, federal, state, and local laws, rules, and regulations relating to privacy, data protection, and information security applicable to the any data related to patients/victims.

### **Disclosure of Information**

IAFN shall hold patient/victim data in strict confidence and restrict disclosure to those employees, subcontractors or agents of IAFN that have a need to access the data for purposes of Association business. IAFN shall require any such persons to comply with the same restrictions and obligations imposed on IAFN in this policy. Under no circumstances shall IAFN sell or transfer patient/victim data to a third party.

It is the policy of IAFN to maintain the reliability, accuracy and completeness of Personal Information in its databases and to protect the privacy and security of its databases. IAFN and databases are protected by reliable security technology.

### **Further Information**

For further questions regarding IAFN's Privacy Policy please contact us at [info@forensicnurses.org](mailto:info@forensicnurses.org).