



## Privacy Policy for Continuing Education Participants

CEA is committed to protecting the privacy and security of all learners participating in our CEU programs. This policy outlines what information we collect, how it is used, and under what circumstances it may be shared.

### 1. Information We Collect

When you register for a CEU course or interact with our services, we may collect the following **personally identifiable information (PII)**:

- Full name
- Email address
- Phone number
- Mailing address
- Employer or organization name (if applicable)
- Payment information (credit/debit card number, billing address – processed securely by a third-party provider)
- Course participation records (such as course enrollment, attendance, and completion status)

### 2. How Your Information is Used

The information we collect is used solely to support your participation in CEU courses and for legitimate business purposes, including:

- Processing registrations and payments
- Communicating about course logistics, updates, or changes
- Issuing CEU certificates and verifying course completion
- Improving course offerings and learner experience
- Fulfilling reporting requirements for accrediting bodies (if applicable)

We retain your information only for as long as necessary to fulfill these purposes and comply with legal or accreditation standards.

### 3. Information Sharing

The department does **not sell** or rent your personal information to third parties.

Information may be shared only under the following limited circumstances:

- **Service Providers:** We may share necessary information (e.g., with payment processors or learning management systems) to process your registration or deliver the course. These vendors are contractually obligated to maintain confidentiality and use data only as instructed by CEA.
- **Accreditation or Regulatory Requirements:** We may be required to share attendance or completion data with ASHA to validate CEU credit.
- **Legal Compliance:** Information may be disclosed if required by law, subpoena, or court order, or to protect the rights and safety of CEA or others.

#### **4. Data Security**

CEA takes reasonable technical and organizational measures to safeguard your personal information against unauthorized access, alteration, disclosure, or destruction. This includes encryption of payment data and limited access to personal records.

#### **5. Participant Rights**

You have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Withdraw consent (where applicable), which may impact your ability to receive services
- Request that your data be deleted, subject to legal or regulatory retention requirements

To exercise your rights or ask questions about this policy, please contact us at **601-979-1143**.

#### **Policy Updates**

This privacy policy is reviewed annually and updated as necessary. Any significant changes will be communicated via email or posted on our website.