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## ABOHNS PRIVACY POLICY

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The American Board of Otolaryngology – Head and Neck Surgery (“ABOHNS”) respects your privacy in your personal data and information (“Personal Information”) and is committed to safeguarding it when you access the ABOHNS website (<https://www.abohns.org/>) and CertLink’s application provided by ABOHNS (collectively referred to as “Services”). This Privacy Policy explains how ABOHNS collects, uses, shares, and safeguards Personal Information while you use the Services. By using the Services, you acknowledge that you have read and agreed to the Terms of Service and Privacy Policy, and consent to ABOHNS to use, collect, and store your Personal Information.

### **Amendments to the Privacy Policy**

To keep your Personal Information safe, ABOHNS may amend the Privacy Policy at any time in its sole discretion and shall notify you of any material changes on the ABOHNS website. These amendments will become effective immediately upon notification to you. The date of the last revision to the Privacy Policy will be indicated by the “Effective Date” on this page. You may contact ABOHNS with any questions concerning any revisions to the Privacy Policy.

### **Collection of Personal Data**

ABOHNS may collect Personal Information and other data directly from you when you create a user account through the ABOHNS Physician Portal Login and when you complete applications for the Primary Certification, Continuing Certification, and Subspecialty Certification (collectively referred to as “Board Certification”).

ABOHNS collects this Personal Information and data for a variety of business purposes, including but not limited to the following:

- verifying your state medical license(s);
- credentialing you for certification;
- processing your user account;
- processing your application for examination and certification;
- determining that you meet ABOHNS standards of training, knowledge, and professionalism through initial certification and Continuing Certification;
- ensuring that once you attain Board Certification, you continue to meet the standards set forth by the ABOHNS throughout your career;
- maintaining up-to-date information regarding the status of your Certification; and
- interacting with the ABMS.

The types of Personal Information ABOHNS collects from you include, but not limited to the following:

- Date of birth;
- Home and business addresses;
- Email addresses;
- Internet protocol address (“IP address”);
- Mobile/landline and business/personal telephone numbers;
- Account username;
- Password associated with your account;
- Personal information that may allow a third party identify you as a user of the Services;
- Financial information regarding your credit card number, card expiration date, and other information sufficient for our payment processors to process the transaction;
- Any data or personal information that you provide to ABOHNS while accessing or using the Services;
- Any data or personal information that you provide when you communicate with ABOHNS employees or contractors regarding your access to and use of the Services.

ABOHNS may also receive Personal Information from third parties for the purposes of ensuring that you meet ABOHNS standards of training, knowledge, and professionalism during initial Board Certification and that you continue to meet the standards set forth by the ABOHNS while maintaining your Board Certification.

### **Collection of Non-Personal Data**

ABOHNS also collects non-personal data but sensitive data directly from you when you create a user account through the ABOHNS Physician Portal Login and when you complete applications for Board Certification.

Non-Personal data, while sensitive, is considered non-confidential/non-personal data and can be disclosed to third parties and on the ABOHNS website without consent. Non-Personal data includes, but not limited to the following:

- Legal name;
- State medical license number;
- Information regarding the completion of your medical degree,
- Information from your medical diploma(s), license(s), and other certificate(s);
- Information regarding your residency program;
- Information regarding your training and practice experience;
- Category (Board Certified, Certified in Sub-Specialty, Not Board Certified, etc.);
- Status (Active, Inactive, Certificate Revoked, etc.);
- Any disciplinary actions against you;
- Duration of Certification; and
- Changes to your Certification, category, or status.

ABOHNS will take all reasonable steps to make sure non-confidential/non-personal data is properly treated.

ABOHNS reserves the right to publish your non-personal data on the ABOHNS website. Moreover, ABOHNS reserves the right to publish and share information that is in its possession of any user who ABOHNS determines violated ABOHNS rules or procedures, engaged in unethical or unprofessional behavior, had his/her diplomate status or medical license revoked or otherwise disciplined, engaged in any illegal activities, or is a threat to the public health on the ABOHNS website and with entities such as American Board of Medical Specialties

("ABMS"), National Practitioner Databank ("NPD"), and Federation of State Medical Boards ("FSMB"), or others.

### **Use of Personal Information**

ABOHNS uses Personal Information and non-personal data collected to provide services to you which include, but are not limited to the following:

- To support the Services and promote the highest quality of user experience possible;
- To process applications for any examination or certification;
- To facilitate the registration, administration, verification, and certification processes;
- To maintain your account;
- To help with certification issues;
- To communicate with or notify you;
- To fulfill your expectations and anticipate your needs;
- To publish lists of Board Certified diplomates of ABOHNS and information on the ABOHNS website to allow the public to find you and confirm you are Board Certified by ABOHNS;
- To fulfill any other purpose for which you provide Personal Information and non-personal data; and
- Any other use of Personal Information and non-personal data that allows you and other users to use the Service.

### **Disclosure of Personal Information**

ABOHNS may disclose your Personal Information to the following individuals or entities for purposes of the limited uses described above:

- ABOHNS employees or agents whose essential functions of their positions are directly related to the development and support of the Services;
- ABOHNS employees or agents who need this information to conduct the business affairs of ABOHNS;
- Third parties that have contracted with ABOHNS to develop and support the Services;
- Law enforcement authorities or the judicial system to comply with any legal process, court order or law, including to respond to any governmental or regulatory request; and
- Any entity or individual with your consent.

### **Security**

ABOHNS has implemented appropriate security measures designed to secure and protect your Personal Information against unauthorized access, use, alteration, disclosure, or destruction. Although ABOHNS implemented these security measures to protect your personal data, such measures cannot reasonably be expected to completely guarantee the security of your information. For this reason, you should only access the Services within a secure environment.

### **Data Retention**

ABOHNS retains your Personal Information for as long as necessary to fulfill the use for which it was provided and for any other legitimate business purpose, including, but not limited to, compliance with any legal accounting or reporting requirements. ABOHNS may also retain offline archival copies of personal and non-personal data for any applicable statutory retention periods.

## **Rights of Users**

You may have certain rights based on the applicable law that controls the storage and use of your Personal Information. Based on your consent for ABOHNS to use and store your Personal Information, ABOHNS will take all steps necessary to make it possible for you to regulate the use and storage of your Personal Information, including but not limited to the following:

- Right to access and review the personal data;
- Right to update personal data or rectify any incorrect or incomplete personal data;
- Right to restrict processing under certain terms and conditions;
- Right to object to processing for direct marketing, research, or statistical purposes;
- Right to erasure of personal data under certain terms and conditions;
- Right to object to automated decision-making;
- Right to data portability; and
- Right to withdraw your consent at any time.

You may at any time withdraw your consent to allow ABOHNS to use and store your Personal Information by informing ABOHNS via [moc@abohns.org](mailto:moc@abohns.org) that you withdraw your consent and deactivating your account.

## **Change in Control**

In the event ABOHNS or a substantial portion of its assets is acquired by, merged with, consolidated with or incorporated into a third-party entity (collectively referred to as a “Change in Control”), your personal data and information will be considered a part of those assets and will be included in the assets that are sold, assigned or transferred during the Change in Control.

## **Contact Us**

You may contact ABOHNS by email at [moc@abohns.org](mailto:moc@abohns.org).  
at [moc@abohns.org](mailto:moc@abohns.org).

Adopted: 8/21