**Northern Indiana Education Foundation, Inc**

**Continuing Education**

**Privacy Policy for Learning Events**

Northern Indiana Education Foundation (NIEF) is committed to protecting your privacy and earning your trust. NIEF will not sell, trade, or rent your personal information to others collected by NIEF for registration of learning events (face-to-face, online, or via a computer-based training program). This policy discloses the privacy practices for NIEF learning events. We use the information we collect about you to process your registration and document your attendance at the learning events and maintain a relationship with you throughout the use of our learning systems. This policy explains how your personal information is protected. This policy is subject to change, so please check back from time to time to stay informed.

**What kinds of personal information does NIEF collect?**

We ask for personal information from you when you register for an NIEF learning event. You are required to register so we can maintain a record of your attendance of a learning event. For registration purposes, NIEF asks for certain required information such as your name, e-mail address, employee ID, location, and other information to process and fulfill your request. We also request certain other optional information that will help us meet your learning needs. We will let you know what information is optional, and you decide whether or not you want to provide that information.

If you send us personal correspondence, such as e-mails or letters, we may keep a record of that correspondence. We also periodically ask users for feedback that we use to improve our service and products and add new features. If you respond to these requests, we may keep a record of your response.

**How does NIEF use my information?**

We collect personal information to help us provide you a high quality user experience, and to assist NIEF in understanding your needs. **NIEF does not sell, trade, or rent your personal information to others.**

The personal information you choose to give us allows the NIEF to process and fulfill your request for registration for a learning event. We would also use that information to assist you with other NIEF services.

We use the personal information you give us to provide you with up-to-date information about the learning event you have registered for. We may use the information we collect to notify you from time to time about important changes to the NIEF registration and record keeping process, and upcoming educational events, as well as online survey and evaluation tools. We compile and analyze this information on an aggregate or anonymous basis.

**Who collects information?**

When you supply personal information to register for an NIEF learning event, you share that information only with the administrators of the learning event, unless you are specifically told otherwise.

Administrators at NIEF will not share this confidential information with anyone including you without security verification.

**Does NIEF share my information? What is your policy on releasing information?**

Other than as stated in this policy, NIEF does not disclose any of your personal information to third parties without your permission.

**When I register for a learning event through the Franciscan Alliance Learning Management System (LMS), what security measures does the NIEF take to protect me?**

Your LMS account information and profile is password protected. You can edit your account information and profile by using your logon name and password. We recommend that you follow these guidelines to protect yourself:

* Do not tell anyone your password. If your password has been compromised for any reason, you should immediately change your password.
* Do not respond to unsolicited e-mail by giving your password, even if the e-mail claims to be from us.
* NIEF or Franciscan Alliance will never ask you for your password in this way.
* When you are done using the LMS, sign out of your account and close your browser window.

No data transmission over the Internet can be guaranteed to be 100% secure. Although we are committed to protecting your personal information, NIEF cannot ensure or warrant the security of any information you send to us via online services and you do so at your own risk.

**What security measures does the NIEF take to protect me?**

The information you provide to NIEF are stored in a safe database accessible only by the administrators of learning events. Since all learning event registration takes place through the Franciscan Alliance intranet, no data transmission over the Internet can be guaranteed to be 100% secure. Although we are committed to protecting your personal information, NIEF cannot ensure or warrant the security of any information you send to us and you do so at your own risk.

**How does NIEF protect your credit card and financial information?**

No financial information is ever collected by NIEF for learning activities. We do not solicit your credit card or financial information.

**What are cookies and how do NIEF learning events use them?**

Online learning events utilize the LMS. Parts of our LMS use “cookies” so that it can immediately recognize a user and then ascribe different permissions associated with functionality in the system. A "cookie" is a chunk of data that is sent to your browser from a Web server and stored by your browser on the hard drive of your computer. The LMS does not use cookies to retrieve personal information about you from your computer.

**How does NIEF maintain and share information about CEUs earned?**

When you register for a learning event for which CEUs are offered, NIEF maintains a permanent record for the learning events completed and number of CEUs earned. Learning event participants who successfully complete NIEF learning events receive a Certificate of completion and can request a transcript with cumulative information.

Transcripts for each learning event participant include the following information:

* Name and address of the institution awarding the CEUs (NIEF)
* Name of the individual receiving CEUs (with no other identifying personal information)

For each learning event completed by the individual:

* Title of the learning event
* Date of completion of the learning event
* Location (or Online)
* Number of CEUs earned
* Total number of contact hours and CEUs earned

A learning event participant can request his/her transcripts to be sent to him/her or an individual or organization that he/she authorizes after 10 business days following a learning event. Learning event participants have the following rights regarding transcripts:

 The right to inspect and review his/her transcript at any time

 The right to challenge (seek correction of) the contents of the transcript

 The right to file a written appeal, if necessary, for a fair consideration of such a challenge

 The right to place an explanatory note in the record in the event that a challenge of contents is

unsuccessful

Requests to receive a transcript and authorizations to send transcripts to an individual or organization must be provided to NIEF in writing. NIEF will mail transcripts as requested within 30 days of receipt of the request.

**Notification of Changes**

If we decide to change our Privacy Policy, we will post these changes on the home page of the website so you are always aware of the information we collect, how we use it, and under what circumstances, if any, we disclose it. The effective date is included on this policy.

**Contact Information**

Any comments regarding our policies and privacy statement may be sent to [mary.laramore@niefonline.org](mailto:mary.laramore@niefonline.org)

Executive Director

Northern Indiana Education Foundation

402 Franklin St

Michigan City, IN 46360

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