



**CALIFORNIA ACADEMY OF
FAMILY PHYSICIANS**
STRONG MEDICINE FOR CALIFORNIA

Privacy Policy

The California Academy of Family Physicians (CAFP) is committed to protecting the privacy of its members and customers. The CAFP maintains safeguards to store and secure information it has about members and customers. The safeguards may be physical, electronic or procedural. This document describes how the CAFP collects data from its Websites and how the CAFP uses this information. We reserve the right to make changes to our site, policies, and conditions of use at any time. By visiting familydocs.org, you accept these conditions.

WHAT INFORMATION DOES THE CAFP COLLECT?

It is the CAFP's general policy to collect only personal information that the member or visitor knowingly chooses to provide. The following information is collected from all visitors to CAFP Websites and is recorded in a log file:

- Time and date of the visit
- The Internet address of the computer
- The browser and operating system used
- The page that is viewed
- The previous page that was visited

From general users:

The CAFP does not collect any personal identifying information from users who are browsing the public areas of CAFP Websites other than those data items mentioned above. Users to the public areas of CAFP Websites browse anonymously. The CAFP does not review the use of publicly accessible CAFP Websites by individual users unless this information will assist CAFP staff in troubleshooting individual problems. The CAFP will also review this information if a user's account is associated with:

- Attempts to violate security of CAFP computer networks
- Activity that degrades the performance of Academy Websites
- Activity that might be related to copyright violations

From CAFP members, meeting registrants, purchasers of products from the CAFP catalog and other customers:

If a member has logged into a password-protected area of a CAFP Web site, the user's name and member ID number are recorded. In the course of using CAFP Websites the member may be asked to provide personal information in order to purchase a product, participate in CAFP activities, or otherwise interact with the CAFP. In addition, the member may be asked to update their member contact information.

Important note for CAFP members: The CAFP use the AAFP membership database. The information from this database is drawn from membership applications, dues payment forms, subscriptions, product

orders, CME reporting, member surveys and other correspondence between the CAFP and its members or chapters.

If a non-member registers for a meeting, purchases a product from the CAFP's Website or claims CME credit for an online course, the user's name, address and other personal identifying information are recorded. In some instances, demographic information is collected and recorded.

Credit Card information: The CAFP does not disclose credit card account information or activity provided by its customers. When members and customers choose to pay using their credit cards, the CAFP submits this information encrypted to obtain payment from the appropriate clearing house. If credit card numbers are stored in CAFP databases, they are encrypted.

HOW DOES THE CAFP USE DATA COLLECTED?

The CAFP uses the data it collects from its Websites to better serve members and visitors to the CAFP Web sites. The CAFP uses information submitted on the CAFP Websites by members and other customers in the following ways:

CAFP services and products: The CAFP uses data collected to improve its Web content, to respond to visitor needs and preferences and to develop new products and services.

Disclosure to third parties: The CAFP makes member contact information available in its online Membership Directory only to other members of the CAFP who have verified their membership status before entering the online membership directory. The CAFP shares membership, demographic, CME and/or contact information with CAFP constituent chapters, the CAFP Foundation and the American Board of Family Medicine (ABFM).

On occasion, the CAFP may also provide limited data to third parties that offer CME, products or services deemed of interest to the clinical or socioeconomic practice of medicine. These limited data include names and addresses, but do not include phone numbers, fax numbers or e-mail addresses.

Disclosure required by law or emergency circumstances: The CAFP may release personal information to third parties in order to comply with valid legal requirements such as a law, regulation, search warrant, subpoena or court order. In the event that the CAFP is legally required to disclose your personal information to a third party, the CAFP will notify you unless doing so would violate the law or court order.

EXTERNAL RELATIONSHIPS

The CAFP has agreements with other organizations that offer products and services through the CAFP Websites or affiliate agreements. When the user interacts with these organizations, different rules and privacy policies may apply. The CAFP does not control the collection or use of information provided under these circumstances.

HOW DOES THE CAFP USE COOKIES?

Cookies are a technology used by the CAFP to identify a user as the user moves through the CAFP Websites. The user's browser allows the CAFP to place some information on the user's hard drive that identifies the computer utilized. Two types of cookies are commonly used. A session cookie is a

temporary file stored in memory on the user's computer drive whenever a Website is accessed and is terminated by closing the browser. A persistent cookie is a file stored on the user's hard drive that may be deleted manually by the user or expired by the Web server.

The CAFP uses cookies on areas of its Websites to personalize a member's visit, to offer greater functionality, and to track visitor practices. The information generated from these cookies is used to help determine which services are most important and guide editorial decisions.

The user who may not desire the functionality offered by the cookie has the option to disable the cookie either by indicating when asked that they do not wish to have the cookie created or by disabling the cookie function in their browser. A member must have cookies enabled in order to access the member sections of the CAFP Web sites.

For privacy questions or concerns about one of the CAFP Web sites, please contact cafp@familydocs.org.

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