



13.0 QABA Policy and Procedure: Candidate Data Confidentiality

13.1 Candidate Data

The purpose of this policy and procedure is to ensure the QABA® Credentialing Board has clear ABAT® Applicants, Candidates and ABAT® data confidentiality guidelines defined.

The QABA™ Credentialing Board will only collect and maintain personal candidate data that is required to pursue its business operations, credentialing requirements and to comply with government reporting and disclosure requirements. Personal information collected and maintained by the company not limited to but including:

Candidate names

- Job title;
- Addresses;
- Telephone numbers;
- E-mail addresses;
- Social security numbers;
- Transcripts;
- Disciplinary action;
- Application status;
- Examination results

As stated in the Privacy statement, name, address, telephone number and e-mail address and other demographic information may be shared. Please refer to that statement for more details.

All information is maintained in locked, segregated area, or on-line in a secured website. Candidate information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Candidate information used in business system applications will be safeguarded under company proprietary electronic transmission and intranet policies and security systems.

This requirement applies to all employees: regular or temporary, and contractors/consultants of the Company.

Be aware that employees are expressly prohibited from transmitting, copying, distributing, or in any other way using this customer data outside of the Company's secured systems or for any purpose other than the Company's business. Employees who are aware of the existence of personally identifiable information residing outside of Innovative Learning, LLC's secured systems must inform their manager immediately so that the information may be appropriately stored. No activity may be conducted nor any technology employed that might obstruct compliance with any portion of this policy.



13.1 Employee Guidelines

All employees, contractors and consultants using customer personal information obtained from the QABA™ Credentialing process are required to adhere to the following guidelines:

- Provide confidential data, such as release of transcripts, ABAT™ credentialing status, etc. as outlined in the policy **only** to the candidate and/or legal authorities as required by applicable law;
- Place printed documents and other materials containing personally identifiable information in a locked room or cabinet;
- Log off computers when out of the office and at the end of the day;
- Ensure file cabinets and office doors are locked at the end of the day;
- Encrypt confidential data if it must be e-mailed or in any way sent over public networks;
- Keep passwords private; do not share this information with others;