MSNCB knows that you care how information about you is used and shared, and we appreciate that you trust us to do so carefully and sensibly. MSNCB has developed this statement on privacy to help MSNCB Website users understand how any personal information we collect is used.

This is the website for the Medical-Surgical Nursing Certification Board. By visiting this website, you are accepting the practices described in this Privacy Policy. Our postal address is: East Holly Avenue, P.O. Box 56 Pitman, NJ, 08071-0056. We can be reached via e-mail at msncb@msncb.org or you can reach us by telephone at 866-877-2676.

What information does MSNCB collect from you?

Generally, visitors to the MSNCB Website are not asked for any identifying information, however, we collect aggregate information on what pages visitors access or visit.

Information volunteered by the visitor during but not limited to account registration, contact request form submission, certification application, product order, or email newsletter subscriptions, may include your name, email address, mailing address, phone number, employer, last 4 digits of your social security number, credentials, password, demographics, payment information, and other information of those who communicate with us via email, mail and/or phone.

Our systems, and the systems of partners we use to fulfill services for you, may also use automated means to collect information about you, your computer or other device used to access our services. Some of the types of automatically collected information may include: network or Internet protocol address and type of browser you are using (e.g., Chrome, Safari, Firefox, Internet Explorer), the type of operating system you are using, (e.g., Microsoft Windows or Mac OS), the name of your Internet service provider (e.g., Comcast, Verizon or AT&T) and domains used by such providers, device settings, browser settings, the web pages of the services you have visited, sites visited before and after you use our services, the type of handheld or mobile device used to view the content (e.g., iOS, Android), location information, and the content or advertisements you have seen and/or clicked.

Cookies are used to both gather the automated data mentioned above and sometimes to provide a means of managing your experience during your visit (ensuring you are logged in and receiving the content appropriate to
How do we use the information we collect?

The information we collect is used to:

- process applications and fulfill product requests
- improve the content of our Website
- communicate with our applicants and certificants
- announce relevant products and services

MSNCB uses the information collected from Website visitors to communicate MSNCB updates and recertification information. MSNCB certificants and candidates may receive mailing, email, or telephone contact from us with information regarding transaction information, new products and services, or to obtain your input on MSNCB matters.

Application information for certification such as partial social security number, RN license, and employer is considered confidential and is not shared with ANY outside party. It is used only by MSNCB, and Prometric testing services for certification processing purposes.

If you are not an MSNCB certificant, do not wish to receive such contact, and would like to be removed from our database, please let us know by calling or writing us at the above contact information. If you are certified through MSNCB, we need to maintain your postal information, and email address in order to fulfill our obligation to you as an MSNCB certificant and therefore must keep your information in our database for six years.

We also share the information with our affiliated organizations to help them contact MSNCB applicants and certificants for marketing purposes. All individuals with an MSNCB record can choose to opt-out of any communications at any time by accessing their record or contacting MSNCB. We do not sell your information to third parties.

Updating or Correcting Your Information

Upon request we can provide site visitors with access to information that we maintain on them. This may include unique identifier information (e.g., customer number, email address), transaction information (e.g., dates on which customers made purchases, amounts, and types of purchases), and contact information (e.g., name, address, phone number).

You can access and change/correct your contact information by editing your user account or by calling, emailing, or writing us at the above contact information.

Contact Information Available on MSNCB.org

Contact information for our Board of Directors and other leaders (such as committee or task force chairs) is provided on this site for the purposes of making it possible for MSNCB certificants and prospective MSNCB certificants to contact these leaders. Use of this contact information for other reasons (e.g., compiling an e-
mailing list, sales solicitations, other commercial use) is strictly prohibited.

**MSNCB Certificant Directory**

The CMSRN or (CCCTM) certificant directory is provided as a service for confirming MSNCB certificant status. While we make every effort to ensure this directory is current, it is not an authoritative resource for establishing an individual's certification status. If you have any questions about certification status, please contact MSNCB.

Use of this contact information for other reasons (e.g., compiling an e-mailing list, sales solicitations, other commercial use) is strictly prohibited.

If you are an MSNCB certificant and would like to not be included in the searchable directory, you can request to be removed from the directory by calling, emailing, or writing us at the above contact information.

**Social Media/Third Party Information**

MSNCB participates in a number of social media sites, including but not limited to, Facebook, Twitter, YouTube, and LinkedIn. The terms of use on these sites govern the collection and/or disclosure of your information on these sites. Comments posted by individuals on MSNCB social media sites do not necessarily reflect the views of MSNCB or its certificants and MSNCB is not responsible for this content. MSNCB reserves the right to edit or delete posts, comments, and photos it deems inappropriate or offensive at any time without notice.

Information posted on MSNCB social media sites should not be considered medical advice and should not replace a consultation with a health care professional.

Care has been taken to confirm the accuracy and relevance of information presented on social media sites, the MSNCB Website, and email broadcasts at the time of publication or posting. However, constant changes in information resulting from continuing research and clinical experience, reasonable differences in opinions among health care professionals, unique aspects of individual situations, and the possibility of human error require you to exercise individual judgment when making a clinical decision.

**Links to Third Party Websites/Social Media Pages**

In the interest of information sharing via social media sites, the MSNCB Website, and email broadcasts, MSNCB may "like" a third party site, share content from a third party site, or take other actions such as follow, subscribe to, list, or favorite a third party site. These actions do not imply MSNCB endorsement of the third party site's page or material. When clicking on such links, you will leave the MSNCB Website and will be subject to the third party site's terms of use.

MSNCB is not responsible for changes and updates made to these third party sites after posting. Third party content may also be moved to a new url or removed from the site, and may not always be available. If you have concerns with any content shared or posted, please contact MSNCB.

**Contacting MSNCB about Privacy Questions or Concerns**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please call, email, or write us at the above contact information.
From time to time, we may use visitor information for new, unanticipated purposes not previously disclosed in our privacy notice. In the event of such changes, you will be notified with detailed information so that you may respond accordingly.

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Affiliate Organizations
- Academy of Medical-Surgical Nurses (AMSN)
- American Academy of Ambulatory Care Nursing (AAACN)

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Links
[2] mailto:msncb@msncb.org