

AOHP Online Privacy Statement

The Association of Occupational Health Professional in Healthcare (“AOHP”) respects the privacy of its members and other visitors (sometimes referred to together as “users”) to its website (the “website”). AOHP has created this Privacy Policy to explain our online information practices and the choices you can make about the way your information is collected and used. Please read this policy carefully and note that by using AOHP’s website, users signify their agreement to this Privacy Policy.

How your information is collected and used

Most information that AOHP collects is used only to help AOHP better serve its users. In general, we collect the information that you provide to us when you register to use this website, when you provide us with information and comments through the site and when you send us e-mail. It is AOHP’s general policy to collect and store only personal information that its users knowingly provide, and that AOHP can use to improve the range and quality services to users of the website. Information collected online is usually defined as being either “anonymous” or “personally identifiable”.

“Anonymous information” refers to data that cannot be tied back to a specific individual. When you visit this site, AOHP may passively collect other kinds of information through the website log files or cookies, including the location from which you visit us, the kind of browser you use, the date and time you visit the website, and the amount of time you spent viewing the website. Generally, AOHP gathers this information for the purpose of analyzing aggregated trends and statistics. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifiable information.

“Personally identifiable” information refers to data that tells AOHP specifically who the user is. AOHP does not collect any personally identifiable information from users browsing its public website unless they provide it voluntarily.

This notice applies to all information collected or submitted on the www.AOHP.org Website. AOHP is the sole owner of the information collected on this site. It is necessary to be a member of AOHP to use some parts of this Website and to receive a more personalized experience. Demographic information and unique identifiers (such as social security numbers or licenses) are not shared with outside parties. Postal mailing addresses, but not phone numbers or e-mail addresses, are sometimes provided to organizations that have information or services relevant to occupational health nursing for the sole purpose of allowing those organizations to share that information with members. AOHP reviews all such information before sharing member addresses.

How does AOHP use “cookies”?

A cookie is a piece of data stored on the user’s hard drive containing information about the user. Use of a cookie saves members the step of entering a username and password and allows members to receive personalized information on the site. For instance, by setting a cookie on our site, the member would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site by entering a username and password each time the member visits the site.

AOHP uses cookies only to facilitate automated activity such as to store and track passwords. Cookies are not used to disseminate significant information about users over the Internet or to analyze any information that users have knowingly or unknowingly provided. For the AOHP member, cookies eliminate the trouble of having to remember or re-enter passwords or member numbers. Cookies also help AOHP to better serve its users' needs and interests for subsequent visits to the website by customizing information on the AOHP website to reflect individuals preferences and be most relevant to a user's needs.

Your Credit Card Information

AOHP collects credit card account information from users in order to process a transaction with a user made through the website. When members choose to use their credit cards, AOHP submits the information needed to obtain payment to the appropriate clearinghouse in order to process the transaction. Except as needed to process a transaction, AOHP does not disclose credit card account information provided by its users.

Links to other sites

AOHP's website contains links to other third-party websites. AOHP has no control over, and is not responsible for, the information, links, privacy policies or practices of such sites.

Our Commitment to Data Security

This Website takes every precaution to protect our users' information. To prevent unauthorized access; maintain data accuracy; and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. AOHP will make reasonable efforts to keep secure the data you provide us and will take reasonable precautions, such as using a secure server, in an effort to protect your personally identifiable information from loss, misuse or alteration. AOHP collects and stores credit card account information in an encrypted format. Although AOHP endeavors to ensure the integrity and security of its network and systems, it cannot guarantee that its security measures will prevent third-party "hackers" from illegally obtaining information. AOHP cannot be liable for any security breaches, either by AOHP or any third party, as discussed in greater detail below.

Third Parties Sites

The AOHP website contains links to other sites. Please be aware that AOHP is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by this Website.

Any information that is disclosed in public areas of AOHP's website, in online discussion areas, or on the Internet may become public information. Although we strive to protect our users' privacy, we cannot guarantee the security of information you post in these forums. Users should exercise caution when deciding to disclose personal information in these areas and disclose such information at their own risk.

Opt-out Option

Established members will occasionally receive information on products, services, special deals, or a newsletter. Out of respect for the privacy of our members, we present the option to not receive these types of communications. Members are given

the opportunity to “opt-out” of having their information used for non-AOHP purposes. Members may also opt-out of receiving AOHP e-mail newsletter communications. Define your opt-out preferences using the member information page on this site or by contacting AOHP Headquarters at 800-362-4347 or email info@aohp.org.

Questions About AOHP’s Privacy Policy?

If you have any questions about this Privacy Policy, please contact us at:

AOHP Headquarters

109 VIP Drive, Suite 220

Wexford, PA 15090

Tel: 800-362-4347

Fax: 724-935-1560

Email: info@aohp.org

Effective Date: September 2006