

Privacy Policy: NovEx Novice To Expert Learning

NovEx Novice to Expert Learning, LLC ("NovEx", the "Company", "we", or "our") respects your privacy and is committed to protecting it through our compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the website novicetoexpert.org (our "Website") and our practices for collecting, using, maintaining, protecting, and disclosing that information. We collect data about our visitors in order to improve our programs, conduct transactions, improve our learners' experiences, and keep our clients informed.

This Policy applies to the information we collect on this Website, or in emails or other electronic messages with you.

In cases where NovEx website may contain links to websites or services operated by other companies, our Privacy Policy does not reflect others' privacy policies.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you agree to this privacy policy. This policy may change from time to time. Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Our Website is not intended for use by children 13 or younger. If you are under 13, do not use or provide any information on this Website or through any of its features, register on the Website, or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use.

Information We May Collect

Personal Information – We collect information that you provide, such as your name, email address, telephone number, physical address, and online identifiers.

Although this information helps us to communicate with individuals and to improve our programs, you have no obligation to provide personal information. However, your refusal to provide needed information may prevent you from accessing, using, and receiving reports from NovEx.

Activity Data –

Like most websites, NovEx may collect data about a user's browsing behaviors on the NovEx website, such as which pages you visit, what links you click, and what articles you download, etc. We use this data to provide a personalized NovEx experience and deliver information that is most useful and salient to you. We and our third party online companies may collect technical information from your computer or mobile device when you use our services.

Other Automatically Collected Data – We may collect information that enables us to track the use of our web pages at a de-identified and aggregate level, as a way of improving the web experience. We may use and share this de-identified data for any purpose at our discretion.

How We Collect Information

Learner Provided Data

We may require that you provide your information when you request information about our services, schedule a demo, login on our site, complete registration, use our programs, progress through specific content, subscribe to a newsletter, respond to a survey, fill out a form, provide us with feedback on our products or services, attend an event, or enter information on our site.

Data Obtained from Adobe Captivate

We have used and integrated Adobe Captivate to create our eLearning simulations. We draw data from Adobe Captivate, which tracks End Users' activities, to provide the User's performance and progress. You will be subject to Adobe's privacy and security practices, which may differ from ours. You should familiarize yourself with Adobe's privacy policy, terms of use, and security practices.

Data Obtained from Third Party

We may use data that is publicly available or data provided by third party resources. We may collect information received from a subscribing organization when you use a NovEx program that was obtained for you by your employer, a healthcare system, or organization.

Analytics Tracking

We may use web analytics code to track and collect data about your patterns of web use and online behaviors whenever you visit the NovEx website and our programs, to better serve your needs and interests.

Cookies

We may use small amounts of code to track your visits and may include cookies.

Cookies are small files transferred to your computer that allows the service provider's systems to recognize your browser and capture and remember certain information. Cookies help us with functions such as remember and process your shopping cart items, provide customized services, save your preferences for future visits and collect data about site traffic so that we may improve site experiences and information in the future. We may also employ trusted other services that track this information on our behalf.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can refuse to accept cookies. You can do this through your browser settings, as this may be specific to your browser. If you turn cookies off, there may be features that do not function properly. You can also delete cookies after using our programs.

How We Use Your Information

We may use your information, unless otherwise restricted by law, for a number of purposes, including, but not limited to:

- To engage in and process transactions.

- To personalize your website experience.
- To deliver the kind of content and programs offerings that are of greatest interest to you.
- To improve our website and programs so that we may better serve you.
- To better respond to your customer service requests.
- To administer a survey, promotion, polls, contest, or other site feature.
- To conduct internal research, development, to create new programs, and to test the quality of our services.
- To periodically communicate with emails regarding your order, products, and services.
- To communicate with you.
- To use, transfer, or disclose de-identified data we collect for any purpose, except where applicable law requires otherwise.
- To inform you about new products, services or upcoming events.
- To provide reports about your programs.

How We Protect Information

NovEx takes reasonable security measures to protect your data that we collected against accidental loss, misuse, unauthorized access, or alteration. Please be advised that although we strive to create secure and reliable website, the confidentiality of any communication or material transmitted to/from us via the website or e-mail cannot be guaranteed, such as unauthorized persons who may be able to defeat our security measures. Accordingly, we, and our affiliates, are not responsible for the security or confidentiality of information transmitted or accessible via the website, email or the Internet.

Your access to our Programs and content will be password protected. Please take precautions to protect both your user name and password. We encourage you to refrain from sharing your username and password to anyone.

When We Share Data

We may disclose data we collect from you for the following purposes, or as required by law.

For Third Party Analytics & Benchmarking

We reserve the right to remove elements of data that might be used to associate data with you, or “de-identify” the data we collect. We may use and share with trusted third parties such de-identified data to advance our mission to provide the latest evidence-based, cost-effective, and clinically relevant learning programs.

We may disclose any of your Information that we collect to trusted third parties that perform certain analyses and functions on our behalf, such as to provide analytics on Activity Data, website usage information, process our transactions and payments, provide outsourced assistance with the operations of the Web Service functions, and provide services that assist with the operation of our business. However, we require that such authorized third-party service providers implement safeguards to protect the confidentiality of your Information.

NovEx reserves the right to transfer Personal and Activity information to a successor entity or purchaser in the event of a sale or any corporate transaction involving some or all of our business.

For Subscribing Organizations

When you use NovEx Programs or Services based on a subscription purchased by your healthcare system, organization, or employer, that Subscribing Organization will be provided access to your Personal and Activity Information and utilization data about the NovEx Programs, consistent with the terms of the Organization's subscription agreement.

NovEx may share De-Identified Information for any purposes unless prohibited by law, which includes aggregated, de-identified information, such as aggregated statistics, trend analysis, information about usage, demographic data, and other data analytics and purposes. By using NovEx Services, you grant us the right to accept payment or other remuneration for such aggregated, de-identified data.

Data Requests from the Concerned Party

Upon request, you may change or correct your personal information:

- By sending email (Admin@NoviceToExpert.org)
- By sending a request by mail to the address below

Privacy Law Compliance

We take your privacy very seriously and we act in accordance with established laws as well as best practices to secure your personal information.

Your California Privacy Rights

If you are a California resident and provided your personally identifiable information to us, you may request information once per calendar year about our disclosures of certain categories of your personally identifiable information to third parties for their direct marketing purposes. Your requests must be submitted to us via email (Admin@NoviceToExpert.org) or by mail at the above address.

Children's Privacy

We do not market to children under the age of 13 years old or knowingly collect personal information from minor children under the age of 13.

Email Opt Out

If at any time you would like to unsubscribe from receiving future emails from NovEx, you can email (Admin@NoviceToExpert.org) or send mail to the address below and we will promptly remove you from the email list.

California Online Privacy Protection Act Notice

A Do Not Track (DNT) standard has not been adopted in the marketplace at this time; therefore, NovEx is not responding to DNT signals.

Our Right to Changes in this Privacy Policy

We reserve the right to make changes in this Privacy Policy at any time by posting a revision or new statement. This Privacy Policy was posted and is effective as of **February 5, 2020**.

Contact Us

For any questions, issues, concerns, or suggestions about our Privacy Policy, please contact us via email: (Admin@novicetoexpert.org) or by mail at:

NovEx Novice To Expert Learning, LLC
785 Old Hickory Blvd, Suite 301
Brentwood, TN 37027