

National Registry of Emergency Medical Technicians® <small>THE NATION'S EMS CERTIFICATION™</small>	<h1>Certificant Personal Information</h1>		
Policy No.: 53.06	Revision: 01	Effective: November 14, 2018	Page 1 of 2

Intent

The National Registry receives private information in the regular course of certification activities and will take reasonable steps to protect the privacy of that information. Unless the sharing of private information is specifically authorized by this policy or is covered by confidentiality agreements, the information will not be shared.

Scope

This policy applies to personal and private information related to information technology databases, application, examination administration, certification, licensure, and research.

Definitions

Personal Information - includes the certificant's name, address, email address, phone/fax numbers, social security number, credit/debit card/bank information, date of birth, employment information previous examination history, education information, and disciplinary actions (including, but not limited to, revocations and suspension).

Public Information - includes the certificant's name, certification status, expiration date, state and certification number.

Policy

The National Registry collects and receives personal information during the certification processes. The certificant's provision of personal data is necessary and essential for the pursuit and maintenance of certification. The National Registry uses reasonable precautions to protect personal information from unauthorized use, access, disclosure, alteration, or destruction. These precautions include appropriate physical, electronic, and managerial procedures.

Public Information is publicly available.

Due to the inherent nature of the certification process and protection of the public, the National Registry receives and transmits information with business partners. Unless specifically authorized by this policy, Personal Information will be protected by legally enforceable agreements to maintain confidentiality.

Specific authorization for transfer of information includes:

- Licensing Agencies: Upon applying for certification, the applicant, or certificant gives consent for Personal Information (with the exception of debit/credit card information) to be transmitted by

the National Registry to state EMS licensing agencies. Licensing agencies require this personal data so that they may issue state licenses to practice.

- Educational Institutions: Personal Information (with the exception of debit/credit card information) may be shared with the provider's educational institution and/or educational program accreditation agency. Such information may be used for quality control/improvement, operations management, security and marketing purposes and to enhance, develop or improve the educational processes.
- Research Data: Data collected or analyzed for research purposes will be handled according to the protocol approved by the Institutional Review Board of the principal investigator for that project. Depending on the project, this may differ from this Privacy Policy.
- Affiliated Agencies: Upon affiliating with an agency on the National Registry website, the certificant consents for Personal Information (with the exception of debit/credit card information) to be transmitted by the National Registry to the agency with which the certificant is affiliated. This authorization is limited to current affiliations.

Rationale

National Certification is part of a health care credentialing process. The public has the right to verify the qualifications of the individuals providing care, which is considered public information. Legal and accreditation requirements protect the private information of certificants. The rationale for specific authorizations includes:

- Licensing Agencies: Licensing agencies require this personal data so that they may issue state licenses to practice.
- Educational Institutions: Educational institutions are part of the application process, confirming the applicant's program completion.
- Affiliated Agencies: Training Officers and Medical Directors from affiliated agencies have a role in confirming continuing education and continued competency for recertification.

Related Policies and Procedures

Terms of Use Policy
Terms of Certification
Privacy Policy

Document History

2018-11-14 Approved by Board of Directors