

## **Privacy Notice**

**Effective Date: November 1, 2018**

This privacy notice discloses the privacy practices for **Oregon Care Home Consulting LLC**, and will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected through our website, in the course of our business, and through Facebook. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Training Registration**

In order to attend and receive credit for training, a user must first register online at [www.ochc.coursestorm.com](http://www.ochc.coursestorm.com). During registration, a user is required to give certain information (such as name, address, and email address). This information is used for registration purposes and awarding CEUs. Your basic information (name, email and/or ZIP code) will be available to contract trainers. They will only have access to the minimum personal information necessary to provide training services.

Basic information (name, email address) will potentially be provided to the State of Oregon for CEU verification purposes only. Please see the State of Oregon, Department of Human Services privacy policy for their use of your information.

## **Email List Sign Up**

In order to receive updates and promotional emails, a user must first complete the sign-up form via the website ([www.oregoncarehome.com](http://www.oregoncarehome.com)) or via Facebook. During sign-up, a user is required to give certain information (such as name, email address, and ZIP code). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

## **Orders**

We request information from you on our service package order form. To receive services from us, you must provide contact information (name and address) and financial information (credit card number, expiration date). This information is used for billing purposes only and to provide services. If we have trouble processing an order, we'll use this information to contact you.

## **Sharing**

We use an outside credit card processing company to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order.

We do not share or sell your personal information with any other companies.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data) via our website, that information is encrypted and transmitted to the outside credit card processing company in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

## **Cookies**

We use "cookies" on our website ([www.oregoncarehome.com](http://www.oregoncarehome.com)). A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance their experience

on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site. Some of our business partners may use cookies on our site (e.g., advertisers). However, we have no access to or control over these cookies.

### **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or 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 any other site that collects personally identifiable information.

### **Surveys & Contests**

From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

### **Notification of Changes**

Whenever material changes are made to the privacy notice we will notify individuals via email and information posted on our website.

**If you feel that we are not abiding by this privacy policy, you should contact us via telephone at 971-401-9200 or via email at [info@oregoncarehome.com](mailto:info@oregoncarehome.com).**