This privacy policy sets out how the Center for Telehealth & e-Health Law (CTeL) uses and protects any information that you give CTeL when you use this website.

CTeL is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

CTeL may change this policy from time to time by updating this page. You should check this page from time to time to remain current with any changes. This policy is effective from July 19, 2011.

What information we collect about you

We may collect the following information:

• Name and company/organization name
• Contact information, including email address
• Demographic information such as postcode, preferences and interests
• Other information relevant to membership registration and member services

How we use the information we gather

We require this information for the following purposes:

• internal record keeping.
• we may use the information to improve our products and services.
• we may periodically send promotional emails about new reports, special news updates, or other information which we think you may find interesting using the email address which you have provided.
• from time to time, we may also use your information to help monitor and analyse our Website traffic. We may use the information to customize the Website according to your interests and which pages you find useful.

**Customized advertising (behavioral marketing)**

At various points on our websites, you have the option to join our email list and receive information about our services and special news updates.

If you do not wish to receive emails from CTeL, you may opt out by clicking on the unsubscribe link found at the bottom of all CTeL emails, or you may email at us at info@ctel.org with the following:

- The phrase "no CTeL email" in the subject line
- Your name and email address

You may also contact us via postal mail by writing to:

Center for Telehealth & e-Health Law
1500 K Street, NW Suite 1100
Washington, DC 20005

Or you may contact us by phone at (202) 230-5090.

Please be aware that it may take up to 2-3 business days to remove you from our email lists.

**Changing address**

If you want to change your postal or email address, please send an email to info@ctel.org with the following:

- The phrase "address change" in the subject line
- Your name, complete old postal or email address and the new address that you would like to change it to

You may also contact us via postal mail regarding any of the above by writing to:

Center for Telehealth & e-Health Law
1500 K Street, NW Suite 1100
Washington, DC 20005

Or you may contact us by phone at (202) 230-5090.
Your online account

When registering for a CTeL membership and subsequently, setting up an online account on our website, you will be prompted to select a password. The retrieval of personal information relating to you and your registration history is only available to CTeL.

If you forget your password, a new password will be assigned to you and will be emailed to your email address. We will not give passwords out over the phone, nor will we email them to a different address than the one used to register.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy
statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to our using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at info@ctel.org or simply choosing to opt out of receiving emails from CTeL.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to info@ctel.org.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Thank you for your cooperation.

Sincerely,

CTeL