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	Approved By Arianna Howard/President & CEO	Date Approved 2/8/2023

PRIVACY & PROPRIETARY INTEREST POLICY

Privacy

Learner records are kept up-to-date, private and secure. A computer database is maintained that includes participant contact information, event information, and unit information. Session sign-in sheets which include that information in addition to participant personal information are kept filed in a locked cabinet. Following an event participants can expect their CEU certificates to be emailed within 14 days of the meeting. Upon request in writing, from the applicant by signature only, records will be released and forwarded within a period of 7 to 14 business days, based on need. In addition to this policy, password-only access to computer records and locked file cabinets assures privacy and security.

Proprietary Interest

Individuals who participate in events or programs have the right to know of the proprietary interests an instructor may have in a product or service mentioned. This information is conveyed to learners on course materials and prior to the commencement of the learning event.

Neither PAS nor any PAS instructor has proprietary interest in any product, instrument, device, service, or material discussed during the learning event except those offered by PAS. There is no third-party compensation related to the learning event or program.

PAS regularly reviews its compliance with this policy.

Please direct any questions or concerns regarding this policy to our Operations Manager at bethany@ariannahoward.com