

Annual Privacy Notice

This ACPE CPE center/program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information.

A Student record is any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student identity can be recognized; and maintained by the education program/institution or a person acting for the institution.

Student Records may be accessed by the following education officials: any ACPE Certified Educator, Associate Certified Educator, Certified Educator Candidate or the Pastoral Care department's Business Support Manager without student consent for legitimate educational purposes. These purposes include furthering the current programs of CPE, including the educational purposes of Certified Educator Candidates, for the reporting of CPE units to the ACPE office or for purposes related to upkeep of the records or for matters related to accreditation or certification.

A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record.

Directory Information is student information not generally considered harmful or an invasion of privacy if released. At AWH Center for Spiritual Care directory information is defined as name, address, email address, office telephone number, date of birth, religion, previous education, and photograph. All other information is released only with the student's written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose.

Any student who does not want Directory Information released must put that request in writing and submit it to the Spiritual Care Education Program Manager. It is the practice of the program and policy of the hospital not to provide any personal information including phone numbers, email addresses, physical addresses or mailing addresses to any inquirers.

A copy of the ACPE Certified Educator's end of unit evaluation report will be given to the student. Peers in the evaluation will be identified via initials. The center will keep this evaluation for ten years and it will not be available to anyone else except with written permission from the student. If the student submits a written

response, it will be kept with the educator's evaluation and subject to the same provisions. (*Note "Exceptions" below*)

Students are responsible for maintaining their own files for future use. The center will not keep a permanent file of evaluation reports. Students will be informed at the time copies are given to them that it is their responsibility to keep copies for future use.

CPE students are expected to give written consent for copies of the educator's end of unit evaluation reports (and their own if applicable) to be sent to any outside party. Students who are no longer in the CPE program may request a copy of their permanent student record or, if still in the CPE program, may make a copy themselves of their permanent record.

The ACPE Certified Educator may keep process notes on a student. These process notes are for the exclusive use of the writer and are not considered a part of the student's record. They are kept separately from the student record.

There are certain exceptions concerning the release of information. They are: to protect the health or safety of the student or others, for the purpose of accreditation or complaint review, or as required for legal processes. Before any material is released in any of these circumstances, the ACPE Faculty will consult with the ACPE Executive Director or ACPE Associate Executive Director.

In the event of closure of this center, the student records will be sent to the national ACPE office c/o Accreditation.

Students receive a copy of this "Annual Notice" after their completed application is received by the center.

Violations of Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: We Work, Floor 4, 120 West Trinity Place, Decatur GA 30030