



Privacy Statement

The American Academy of Neurology Confidentiality Policy describes the disclosure of confidential membership and non-member information. Member and non-member information will not be disclosed unless authorized by this policy, the AAN Executive Committee or the AAN Board of Directors.

There are no restrictions on the disclosure of the following individual member information to either members or the public:

- Verification of membership including the start date and status of membership
- Committee appointments
- Section affiliations
- Offices held

Non-member information will not be disclosed outside of the Academy, the AAN Foundation, and AAN Enterprises, Inc. (AAN Subsidiaries)

Member and Non-Member Data Collection

The AAN collects both member and non-member information from multiple sources including but not limited to membership applications, service on AAN Committees and AAN Sections, product purchases, meeting attendance, CME activities, surveys, abstract and manuscript submittals, subscription requests, charitable contributions, and training and certification organizations. The member and non-member data collected by the Academy, the AAN Foundation, and AAN Enterprises, Inc. (AAN Subsidiaries) is the intellectual property of the American Academy of Neurology and covered by the American Academy of Neurology Confidentiality Policy.

Member Contact Information

Members of the AAN may have access to member contact information. Member contact information may not be stored, reproduced, or in any other manner provided to others or used for promotional purposes without the written permission of the AAN. The mailing addresses of members may be made available to nonmembers if approved through the AAN Mailing List Request procedures. However, member telephone numbers, fax numbers, and email addresses are considered confidential and may not be disclosed to non-members without the permission of the AAN Executive Director.

AAN Executive Director, General Counsel, or appropriate staff may disclose member information to law enforcement personnel, if deemed appropriate, but must advise the Executive Committee or Board of Directors prior to doing so.

Member contact information may be used by the AAN or its subsidiaries for informational and commercial purposes. Members may opt out of receiving commercial communications by informing the AAN.

Member Demographic Information

All de-identified demographic information collected through survey responses, seminar attendance, product purchases, or other collection methods may be disclosed. Individual responses or personal information collected, such as educational background or practice profile, may be used by the AAN and its subsidiaries but may not be disclosed to outside entities except as allowed under the AAN Mailing List Request procedure. Individual information may not be disclosed to other members unless needed for AAN committee work.

Some survey responses will be maintained only in the aggregate. The response privacy level will be noted on the survey response form and the Academy will abide by that privacy statement.

Membership Directory

AAN Membership Directories are distributed to AAN members as a reference tool. The directory may not be re-sold, stored, reproduced, or in any other manner provided to others or used for promotional purposes without the express written permission of the AAN. Directories are available to non-members only for uses approved by the Executive Director or designated staff but may not be used for commercial purposes.

Mailing List Requests

Member mailing lists may be provided for approved mailings determined to be of interest to the membership. The request for a mailing list may be granted at the discretion of designated AAN staff but only names and postal mailing addresses may be provided. The mailing piece will be reviewed prior to granting the list. Members may opt out of receiving non-AAN mailings.

The following member data may be used to create specialized mailing lists:

- a. Geographic location
- b. Practice status based on member type
- c. Subspecialty interest
- d. Section and special interest group affiliations

Non-member mailing lists will not be provided.

Use of Member Information for Marketing

The AAN may use any member information to appropriately market products and services to its membership and customers. The AAN may also disclose this information to AAN subsidiaries, but the subsidiaries must abide by the American Academy of Neurology Confidentiality Policy. The AAN will manage marketing so as not to inundate members with marketing materials.

Disclosure of Member Information to Vendors

It is sometimes necessary for the AAN to partner with outside vendors to best serve its membership. The AAN may disclose member information to certain vendors in order to perform the assigned tasks, but the AAN will make every effort to protect member information. The vendor may not use member information for any other purpose than that approved by the AAN, and the use of AAN data will be addressed in the vendor contract.

Web Site & PDA

The Academy may disclose member information in two formats on the web site and PDA application.

1. Find a Neurologist

This feature is designed to help patients locate a member in their geographic location. Only member name and address will appear and only for those members in the membership categories of Honorary, Fellow, Active, Associate, Corresponding Fellow, and Corresponding Active. These categories are considered practicing neurologists. Members in the categories of Senior, Junior, Affiliate and Medical Student will not be listed in the Find a Neurologist section. The AAN will only disclose additional contact information if authorized by the member.

2. Electronic Membership Directory

This feature is only available to members and provides name, address, telephone number, fax number and email address. All members are listed unless they opt out of the listing.

Data Security

The AAN will make reasonable efforts to ensure the security of member data. This includes a disaster prevention and data recovery plan. The Membership Directory and all mailing list rentals will include seeded names to ensure uses are monitored. Data security measures will be audited every 3 years to ensure the Academy meets security standards.

AAN, AEI and AAN Foundation Employees

A strict standard of confidentiality is necessary from AAN, AEI and AAN Foundation Employees to protect the confidential and proprietary information of the Academy, employees and members. Any unauthorized access to confidential and/or proprietary information and/or its dissemination or use for

non-work related purposes, purposefully or inadvertently, is prohibited. All obligations related to confidential information are continuing and must be adhered to, even after employment ends. Breaches of the duty of confidentiality may be the subject of legal action. Access to confidential and database records will be restricted based on job relatedness and a need to know.

Academy employee and organizational information should be held in the strictest confidence. Academy information considered confidential includes, but is not limited to, AAN financial data, annual meeting abstracts, press releases prior to embargo dates, draft practice parameters, technology assessments, position statements and other legal information. Employee information considered confidential includes, but is not limited to, employees home addresses, telephone numbers and information normally maintained in personnel files, including pay information. All requests from external sources for references or information related to employee status or work history should be referred to Human Resources.

Employees who are unsure about the confidential nature of specific information are required to ask their Supervisor for clarification. Violation of this policy is considered a serious offense and will result in corrective action, up to or including termination of employment.

Exceptions to the AAN Confidentiality Policy may be approved by the Executive Committee or AAN Board of Directors. Interpretations of the policy may be made by AAN staff, subject to appeal to the Executive Committee or Board of Directors. Members are given the option to opt out of communications of a commercial nature, communications from AAN subsidiaries, and from disclosure of contact information to outside entities.