



## **CFR PRIVACY POLICY**

*Updated November 23, 2010*

We have posted this privacy policy to notify you of Center for Resolution, LLC's (CFR) current privacy practices. We recognize and take seriously our obligation to keep information about prospective, current, and former providers and clients confidential and secure.

### **Information We Collect**

From prospective providers In the course of credentialing and re-credentialing, CFR may collect various types of nonpublic personal information directly from a prospective or current provider and, only with authorization, from third parties such as licensing bodies, employer, or personal references. Examples of nonpublic personal information are verification of job history, educational achievements, current professional license, malpractice insurance, and other nonpublic information that you provide to us in order to complete the credentialing process. Nonpublic information can include the fact that an individual is or has been a provider.

### **We Do Not Share Information**

CFR does not sell or otherwise share its prospective clients', clients', former clients', prospective providers', providers', or former providers' nonpublic personal information with marketers offering their products and services. Accordingly, you do not need to take any action to prevent disclosure.

We do not disclose any nonpublic personal information about clients, prospective clients, or former clients except as required or permitted by law. We do not disclose any nonpublic personal information about providers, prospective providers, or former providers except as required or permitted by law. We only disclose nonpublic personal information under certain circumstances such as: (a) when you consent; (b) when disclosure is necessary to carry out a transaction that you have requested; (c) in connection with a fraud investigation; (d) to comply with a properly authorized subpoena or similar legal process; or (e) as required by law.

### **Protecting the Confidentiality of Nonpublic Personal Information**

We value your trust and handle information about you with care. It is our policy to restrict access to nonpublic personal information about you. To protect your nonpublic personal information, CFR maintains physical, electronic, and procedural safeguards which constitute no less than reasonable due care to avoid unauthorized disclosure.

### **Contacting Us**

If you have any questions about our privacy practices or if you feel that we have not handled information about you properly, please contact us at (312) 263-6556 so that we may address your inquiry or issue.

### **Updates**

Our privacy policy may change occasionally, however you may always review our current policy on our website at <http://cfrmediation.com> or contact us at (312) 263-6556.