

This Privacy Policy outlines the CDCA' practices for collecting, storing and using the personal information you provide through our website.

Why Do We Obtain Your Personal Information?

From Candidates

We may collect your personal information when you access our website to register for our examinations. You may also give us this information by e-mail, in person, on paper, over the telephone, or by any other means. Of course, registering requires that you give us certain information about yourself, such as your name, address, phone number, social security number, DENT PIN, licenses, certifications, and education.

From Examiners and Other CDCA Volunteers

We may collect your personal information when you access our website or otherwise contact us to:

- Become credentialed or re-credentialed as an examiner or volunteer;
- Be assigned to an examination site;
- Communicate with us;
- Make or revise travel arrangements; or
- Otherwise

From Technology

We may obtain information about you through the technology we use. This technology includes:

Web Beacons – We may collect anonymous information from your visits to our sites through the use of "web beacons." Web beacons do not access your personal information. Instead, they allow us to count users who have visited our website. This anonymous information is sometimes known as "clickstream data." We or our vendors may use this data to analyze trends and statistics in order to help us provide better service. If you do not want your transaction details used in this manner, see the paragraph below on cookies.

Cookies –Cookies are packets of information sent from a Web server to a Web browser that are created for users who log in to our website. The cookies do not store personal information beyond a user's name and email address, and are removed when the user leaves the site.

Usage Tracking Software -- We may use Web usage tracking software to log the IP address of each individual user. This information would only be used only to determine Web site usage. We would not match these IP addresses with personally identifiable information such as names and addresses.

How Do We Use Your Personal Information?

If you are a candidate, we may use the personal information you provide us to:

- tell you about us and our services,
- register you for our examinations,
- communicate with you,
- report your test score results to you;
- report your test score results to appropriate state dental licensing boards and agencies;
- process credit card payments by, or refunds to, you; and/or
- defend legal claims and actions, comply with court orders and other legal and regulatory requirements, and as otherwise permitted by law.

If you are an examiner or volunteer we may use the information you provide us to:

- process your application for credentialing or re-credentialing and verify the information contained in it;
- assign you to help conduct examinations;
- make travel arrangements for you;
- communicate with you;
- process payments to you; and/or
- defend legal claims and actions, comply with court orders and other legal and regulatory requirements, and as otherwise permitted by law.

How We May Share Your Private Information

The CDCA does not disclose any of your personal information gathered from our website to persons outside of the CDCA, except for the purposes described above. We may release your personally identifiable information if we are legally required to do so by law enforcement or other governmental authority, or under advice of counsel. We may also release your personal information to protect the rights or property of the CDCA, to prevent a crime or protect others from harm.

Opt Out

You always have the choice, at any time, not to provide us with your personal information. Of course, your choice not to provide certain information may prevent you from registering for or taking our examinations or participating in conducting our examinations.

Ensuring Accuracy

We make every reasonable effort to ensure the accuracy of your records. You may contact us at any time to review the accuracy of the personal information, and if you find any errors, you have the responsibility to notify us so that we may have the correct information. We will do our best to respond in a timely manner to all reasonable requests to update your data. Please note that the nature of our business may limit our ability to provide access to certain records if doing so may be unduly burdensome, infringes on the rights of others, or is prohibited by law.

The CDCA uses reasonable security measures to maintain the security of the personally identifiable information we may collect and process. We may use encryption, firewalls, password protection, and physical lock and key to help prevent unauthorized access to your personally identifiable information. We may also place internal restrictions on who within the CDCA may access data to help prevent unauthorized access to your personally identifiable information.

Despite our safeguards, the nature of the Internet is such that data may be intercepted by unauthorized third parties regardless of any security measures that may be in place. Therefore, in submitting your person information to our website, you assume the risk of an unauthorized third party obtaining that information.

General

The CDCA' Web site may contain links to other sites on the Internet. We have no control over the personal data these other sites collect and we strongly encourage you to review their privacy policies if you are concerned.

We reserve the right to update this privacy policy at any time. You can always obtain a copy of the most up-to-date policy by visiting this Web site.

Acceptance of this Privacy Policy

This Privacy Policy is current as of the effective date set forth below. By using this site, you accept all of the terms of this Privacy Policy. If you do not agree, please do not use this site and/or our services. Your continued use of this site and/or continued provision of personally identifiable information to the CDCA following the posting of any changes to the Privacy Policy will be subject to the terms of the then-current Privacy Policy.

Contact Us

If you have questions or concerns about this privacy policy you may contact our corporate offices in writing at:

The Commission on Dental Competency Assessments
1304 Concourse Drive, Suite 100
Linthicum, Maryland 21090

Conditions of Use

By using these Web sites you are consenting to the use of your personal information as described in this policy.

Quality of Data

Users of this site agree to provide only truthful and accurate personal information when registering for our services. Failure to do so may result in the discontinuation of our service offerings.

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