



## **PRIVACY POLICY**

This Website is owned and operated by the Minimum Continuing Legal Education Board of the Supreme Court of Illinois (“the Board,” “we,” “our” or “us”). The Board is committed to protecting your privacy and using technology that helps you have a safe online experience. We only collect the minimum amount of information necessary to serve our internet users and administer the Supreme Court of Illinois' Minimum Continuing Legal Education Program. The Board will collect no personal information about you when you visit its Website unless you voluntarily choose to provide that information by entering information in an online form, sending an e-mail or by performing an online transaction.

This Privacy Policy applies to the Board’s Website and governs data collection and usage. Please also read our Terms of Use, which governs your use of the Website. Please note that this Privacy Policy only covers information collected on the Website and does not cover any information collected by us offline or elsewhere. Your use of the Website indicates to us that you have read and accept our Privacy Policy.

The Board does not intentionally collect information at our web sites from those we know are under 13 years of age, and no part of our web site is intended to attract anyone under 13 years of age.

### **Voluntarily Submitted Information**

Generally, Illinois licensed attorneys report their MCLE status to the MCLE Board every two years. This compliance report can be made in writing or by using the Board’s website. The Board retains your MCLE status report and information you provided about any non-traditional activities. The MCLE Board also collects and retains information provided by attorneys requesting accreditation of out-of-state courses through the Attorney Out-of-State Application (AOSC) process available on the Board’s website. The Board does not share this personally identifiable information collected through the Website with others except as set forth below or elsewhere in this Privacy Policy:

1. The Board will transmit to the Attorney Registration & Disciplinary Commission (ARDC) the identity of attorneys who are not in compliance with the MCLE Requirements. The Board will also transmit to the ARDC the identity of previously reported attorneys who have returned to compliance with the MCLE requirements.
2. If you supply the Board with an email address or additional contact information, we may use that information to contact you.
3. When you use the Board's online payment services and pay by credit card, you will be asked to submit the cardholder's name, address, account number, security code (CVV) and card expiration date. This information is sent directly to the Board’s gateway (Authorize.Net) and United Bank Card (UBC). A portion of the information necessary to reconcile accounts is returned to the Board.

4. We may share information with others to provide a product or service you have requested. For example, the Board uses Illinois National Bank to process checks, remittance forms and compliance forms and uses United Bank Card and Authorize.Net to process credit card transactions. The Board uses an outside printer to print and mail Compliance forms and other written correspondence to attorneys. These companies are legally required to keep your information confidential.
5. We may use your personally identifiable information to answer a question or provide you with requested information, for internal regulatory purposes, to contact you in our discretion regarding your use of the Website or changes to our Terms of Use or Privacy Policy or for other purposes disclosed at the time you submit your information.
6. We may disclose information (a) in furtherance of the Board's duties, (b) upon written request and consent of the persons affected, (c) pursuant to a proper subpoena *duces tecum*, or (d) as ordered by a court of competent jurisdiction. Rule 797.

In order to accredit courses for Illinois MCLE credit, course providers enter information regarding their entity and CLE courses at will. The Board retains this information and makes it available publicly on its Website to be searched by public users to locate accredited providers and approved courses, unless the provider indicates it does not wish to publish provider or course information in its online Provider Course Accreditation Management ("PCAM") profile or course information entered into PCAM. If a provider indicates, when entering a course into PCAM, that the provider wishes to have that course accredited for Professional Responsibility credit, the Board makes available to Commission on Professionalism (the Commission) the information entered into PCAM regarding the provider and that course.

1. Providers are required to supply contact information for at least one designated contact responsible for course accreditation. We may use that information to contact that person and any designated contact. The Commission may also use that information to contact providers regarding courses for which Professional Responsibility credit is requested.
2. When you use that Board's online payment services and pay by credit card, you will be asked to submit the cardholder's name, address, account number, security code (CVV) and card expiration date. This information is sent directly to the Board's gateway (Authorize.Net) and United Bank Card (UBC). A portion of the information necessary to reconcile accounts is returned to the Board.
3. The Board uses Illinois National Bank to process checks and remittance forms and uses United Bank Card and Authorize.Net to process credit card transactions. These companies are legally required to keep your information confidential.

All communications with providers regarding accreditation decisions are confidential and maintained as part of the provider's PCAM file on computers maintained by the Board. We do not sell provider information to any other entity. The Board will disclose this information only (a) in furtherance of the duties of the Board, (b) upon written request and consent of the persons affected, (c) pursuant to a proper subpoena *duces tecum*, or (d) as ordered by a court of competent jurisdiction. Rule 797.

## **Personally Identifiable Information Obtained from Others**

As a unit of the Supreme Court of Illinois, the Board obtains personally identifiable information from the ARDC. The Board receives registration information that is used to administer the Minimum Continuing Legal Education Program. The Board does not receive information from the ARDC regarding disciplinary investigations or proceedings. This personally identifiable information provided by the ARDC includes the attorney's name, ARDC registration number, contact information, ARDC registration status, birth date, gender, law school attended, name change information, and date admitted to the Illinois bar.

We keep this all personally identifiable information (whether supplied by you or by the ARDC) under physical, electronic and procedural controls that comply with or exceed industry and government standards. We authorize our employees, agents and contractors to access information about you only when they need it to do their work for us. We require companies working for us to protect information. They agree to use it only to provide the services we ask them to perform for us. The Board also secures your personal information during transmission by using Secure Socket Layer (SSL) software that encrypts information you input. We do not receive or retain complete credit card numbers on our computers. Instead, your credit card information is transmitted directly to Authorize.Net and then to United Bank Card. We will retain only an unusable portion of some of the digits of your credit card when confirming a transaction. Authorize.Net and United Bank Card make available to the Board the first six and last four digits of your credit card only.

## **Non-Personally Identifiable Web Usage and Information**

When you visit or download information from this Website, the Board uses Google Analytics to automatically collect non-personally identifiable website usage information that describes how our visitors use and navigate the Website. It can include the number and frequency of visitors to each web page, the length of their stays on each page, browser type, referrer data that identifies the web page visited prior and subsequent to visiting the Website and IP address. This statistical information is disclosed to others but does not identify you personally. See [www.google.com](http://www.google.com).

## **Other**

If you use this Website, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. The Board reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

Our Website provides links to Websites of other agencies and organizations when we believe that the other Websites may be of interest to our visitors. Once you link to another site, you are subject to the privacy policy and other policies of that site.