

## FindAResident Privacy and Data Policy

FindAResident provides a service that enables applicants seeking unfilled positions and physician training programs seeking applicants for their openings to connect and pursue opportunities, as appropriate. In doing so, FindAResident must collect program-specific information for applicants to evaluate programs and applicant-specific information for programs to evaluate applicants.

To aid applicants in identifying programs, FindAResident provides applicants accessing the service with program name and specialty, program director name and contact information; as well as a program description that highlights training offerings and the number of available positions. Programs can access the FindAResident application at any time to review and edit this information to ensure its accuracy and suitability for distribution to applicants. We also collect personal data from all authorized program users including name, contact information and AAMC IDs. This information is strictly for AAMC's internal use and is not shared with applicants or commercial vendors. In instances where an AAMC ID cannot be located or must be assigned, birth information and social security number may be requested.

FindAResident collects personal data from all applicant users, including name, contact information, and personal history items appropriate for a resume. Applicants may enter this information directly into FindAResident or import it from the Electronic Residency Application Service (ERAS) for programs to review and evaluate. Except for directory information such as name and school of graduation, the information will be treated as confidential and will only be released to program staff who sign up for the service and agree to treat the information contained therein as confidential. Applicants can access the FindAResident application at any time during an active subscription period to review and edit their information for accuracy. They may deactivate their resume at any time during the active subscription period to prevent program access to their information. After the active subscription period has ended, personal data is no longer available to program staff.

To ease subscription renewal, FindAResident stores resume information for a year after the subscription expires. After a year of account inactivity, applicants may no longer edit their information and a subset of data may be archived and contributed to the AAMC data warehouse. This data may be combined with other data or used alone for research purposes; but individual data will not be identifiable to the researcher. Applicants may not opt out of this process. All research proposals are reviewed by an independent Institutional Review Board to ensure the privacy of applicant information.

Although FindAResident does not sell its mailing list or e-mail addresses to commercial vendors, we reserve the right to use directory and contact information for marketing purposes or to survey past users about the FindAResident service. Users may opt out of receiving marketing correspondence; however, they will receive service alerts and critical information updates as necessary.

This policy has been effective since February 1, 2005. Return here for any changes/updates.