

WEB SITE PRIVACY STATEMENT

This privacy statement covers the site <http://mmcmedstaff.org>. Because the medical staff of Maine Medical Center, who sponsors this site, wants to demonstrate its commitment to our users' privacy, we are disclosing to you:

1. What personally identifiable information the Maine Medical Center (MMC) Medical Staff and its web site partner, MedSpectrum LLC, collect.
2. Whether other parties collect personal information through the Web site.
4. How the Maine Medical Center Medical Staff and MedSpectrum use the information.
5. With whom Maine Medical Center Medical Staff or MedSpectrum may share user information.
6. What choices are available to users regarding collection, use and distribution of the information.
7. What types of security procedures are in place to protect the loss, misuse or alteration of information under Maine Medical Staff Medical Staff's and MedSpectrum's control.
8. How users can correct any inaccuracies in the information.

If users have questions or concerns regarding this statement, they should first contact

Mark Speicher
Principal
MedSpectrum
15826 N. 9th Ave.
Phoenix, AZ 85023
www.medspectrum.com
mark@medspectrum.com

This privacy policy covers only information that is collected through this Web site, and does not cover information that may be collected through software downloaded from the site (i.e. Adobe Acrobat software, Formatta forms viewer, etc.)

Information Collection and Use

Information Collection

Maine Medical Center Medical Staff and MedSpectrum are each individually the owners of the information collected on <http://mmcmedstaff.org>. Maine Medical

Center Medical Staff and MedSpectrum LLC collect information from our users at several different points on our Web site.

Registration

In order to use this Web site, a user must first complete the registration form. During registration a user is required to give contact information (name, username, password and email address). We use this information to verify membership eligibility, grant secure log-in and contact the user about services on our site.

Other Information

Other, optional services on the site may collect other information. These services include staff rosters, meetings and voting, surveys, discussion boards, etc. This information may include some demographic information (i.e. zip code), but never includes Social Security Number or Credit Card information.

Information Use

The information collected on the site is combined with other information (i.e. information collected by the Maine Medical Center Medical Staff Office) to provide the services on the site.

Roster

We combine some information collected on the site (such as e-mail address and name) with information collected by the medical staff office to provide a roster of all medical staff members to those who have membership at the site. This information is kept in a secure directory which is accessible to all those to whom we grant access, or membership, to the site.

Membership

Membership is available to those with privileges at Maine Medical Center Medical Staff, and some employees of Maine Medical Center as determined by the MMC Medical Staff Office. Membership is also granted to staff of MedSpectrum LLC and others (such as computer technicians from other companies) by MedSpectrum LLC.

Cookies

A cookie is a piece of data stored on the user's computer tied to information about the user. We use both session ID cookies and persistent cookies. For the session ID cookie, once users close the browser, the cookie simply terminates. A persistent cookie is a small text file stored on the user's hard drive for an extended period of time. Persistent cookies can be removed by following Internet browser help file directions.

Cookies are used on our site to allow users to use programming such as surveys, voting, posting to discussion boards, etc. By setting a cookie on our site, users would not have to log in a password more than once, thereby saving time

while on our site. If users reject the cookie, they may still use our site. The only drawback to this is that the user will be limited in some areas of our site. For example, the user would not be able to take a survey. Persistent cookies enable us to use programming that can enhance the users' experience on our site.

Log Files

Like most standard Web site servers we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information. We use a tracking utility that uses log files to analyze user movement and provide user statistics.

Communications from the Site

Updates

We send all new members a welcoming email to verify password and username. Established members will occasionally receive information on services, special events, and a newsletter.

Newsletter

If a user wishes to subscribe to our opt-in newsletter, we ask for contact information such as name and email address. Out of respect for our users privacy we provide a way to opt-out of these communications. Please see the Choice and Opt-out sections.

Service Announcements

On rare occasions it is necessary to send out a strictly service related announcement. For instance, if our service is temporarily suspended for maintenance we might send users an email. Generally, users may not opt-out of these communications. However, these communications are not promotional in nature.

Customer Service

We communicate with users on a regular basis to provide requested services and in regards to issues relating to their account we reply via email or phone, in accordance with the user's wishes.

Sharing

Legal Disclaimer

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our Web site.

These are the instances in which we will share users' personal information:
We Share Personal Information as follows:

Service Providers

We partner with MedSpectrum LLC to provide all web site services. When the user signs up for this web site, we share names, or other contact information (i.e. all information on the roster including practice specialty, demographic information, phone numbers, e-mail addresses and other information) that is necessary for MedSpectrum LLC to provide these services. MedSpectrum LLC is not allowed to use personally identifiable information except for the purpose of providing these services and to provide information about the web site, about MedSpectrum LLC and about its other services.

Business Transitions

In the event that either Maine Medical Center or MedSpectrum go through a business transition, such as a merger, being acquired by another company, or selling a portion of its assets, users' personal information will, in most instances, be part of the assets transferred. Users will be notified via prominent notice on our Web site for 30 days prior to a change of ownership or control of their personal information. If as a result of the business transition, the users' personally identifiable information will be used in a manner different from that stated at the time of collection they will be given choice consistent with our notification of changes section to the extent controlled by Maine Medical Center Medical Staff and/or MedSpectrum.

Choice/Opt-out

Users who no longer wish to receive our opt-in newsletter may opt-out of receiving these communications by replying to unsubscribe in the subject line in the email or email us at mark@medspectrum.com or the user may contact us at 800-200-7811 or 15826 N. 9th Ave., Phoenix, AZ 85023, to opt-out.

Other than MedSpectrum, LLC, no outside parties have access to site information or collect information from users of our site.

Links

This Web site contains links to other sites. Please be aware that neither the Medical Staff of Maine Medical Center nor MedSpectrum are responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

Surveys

From time-to-time our site requests information from users via surveys. Participation in these surveys is completely voluntary and the user therefore has

a choice whether or not to disclose this information. The requested information typically includes contact information (such as name and address), and demographic information (such as zip code.) Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site and the Medical Staff. We use MedSpectrum LLC to conduct these surveys and they may not use users' personally identifiable information for any secondary purposes.

Security

This Web site takes every precaution to protect our users' information. When users submit sensitive information via the Web site, their information is protected both online and off-line.

We use a password-protected, secured directory to protect Medical Staff information, including personal information stored on the site. We also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. If users have any questions about the security at our Web site, users can send an email to mark@medspectrum.com.

Correcting/Updating/Deleting/Deactivating Personal Information

If a user's personally identifiable information changes (such as zip code, phone, email or postal address), or if a user no longer desires our service, we provide a way to correct, update or delete/deactivate users' personally identifiable information. This can usually be done at the [contact us page URL] or by emailing our Customer Support at mark@medspectrum.com.

Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected. If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users via email.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at:

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