



Acumen Learning
240 N Orem Blvd
Orem, UT 84057

We are pleased that you are visiting a website of Acumen Learning and wish to thank you for your interest in our company and our products. The protection of your privacy is particularly important to us. In the following, we should like to inform you on the collection, processing and usage of your data.

Collection, Processing, and Use of Your Personal Data

Your personal data include such things as your name, address, telephone number, and e-mail address. Personal data are only collected, processed, and/or used if you choose to provide us with this information, for instance when entering into, defining the content of, or modifying a contractual relationship with us, or when registering for personalized services. The Personal Information that we collect are used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy.

For a better experience while using our Service, we may require you to provide us with certain personally identifiable information, including but not limited to your name, phone number, and email. The information that we collect will be used to contact or identify you.

Contact Us

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us.

RECORD RETENTION AND DESTRUCTION POLICY

1. Purpose

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Acumen Learning or are of no value are discarded at the proper time as outlined in the National Registry of CPE Sponsors guidelines. This Policy is also for the purpose of aiding employees of Acumen Learning in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2. Policy

This Policy represents the Acumen Learning’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents. All customer records are under password protection under the Administrator’s computer.

3. Administration

Sharon Biegler (the “Administrator”) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Acumen Learning; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4. Suspension of Record Disposal In Event of Litigation or Claims

In the event Acumen Learning is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Acumen Learning or the commencement of any litigation against or concerning Acumen Learning, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5. Applicability

This Policy applies to all physical records generated in the course of Acumen Learning’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- a. Self Study Records
- b. Credit Card Information
- c. Webpage Files

1. Self-Study Records

Record Type	Retention Period
Records of participation	Permanent

Dates and locations of program offering	Permanent
Instructor assigned	Permanent
CPE credits earned by participant	Permanent
Program results	Permanent
Course announcement information	7 years

- b. Credit card record retention and destruction

Acumen Learning uses the Thought Industries and does not retain credit information except for through the Thought Industries platform. Their policy has been provided:

In order to use TI Service and Subscribers' Websites and for Thought Industries to process any transactions you authorize, you will be required to provide your billing information, including information such as your name, address, phone number, and email. Thought Industries will provide your information to a third-party payment processing service which will store your billing information on their secure payment system for as long as is necessary for you to use TI Service. Thought Industries will not retain your billing information. We may retain, however, the last 4 digits of your credit card information and card type so that we may identify the card used in the future. Upon cancellation of the TI Service by you, Thought Industries will retain your personal information for a period up to one (1) year to facilitate any renewal initiated by you.

- c. Web Page Files: Internet Cookies

Acumen Learning only retains the information provided by users including their names, email, phone numbers, and company. We do not keep an official repository of electronic files. Acumen Learning does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.