

# Privacy and Confidentiality Policy

## Privacy and Confidentiality

The Progressive Behavior Analyst Autism Council™ (“PBAAC™” or “Council”) is committed to protecting confidential and/or proprietary information related to applicants, candidates, certificants, and the examination development, maintenance, and administration process. The confidentiality policy applies to all employees, Council members, committee members, contractors, and other individuals who are permitted access to confidential information.

Information related to the development, administration, and maintenance of the examination is considered confidential. Confidential materials include but are not limited to, exam development documentation (including job analysis reports, technical reports, and cut score studies), exam items and answers, exam forms, and individual exam scores.

Personal information that is considered confidential as outlined in PBAAC policy, submitted by or about applicants, candidates, certificants and their initial or recertification application status, examination results, information retained within the candidate and certificant database are considered confidential and are not disclosed or made publicly accessible. Exam scores and other confidential information are released only to the individual candidate unless a signed release is provided or as required by law. When required by law, the PBAAC will notify the affected individual to the extent permitted by law.

## Confidentiality Acknowledgments and Agreements

As part of the application process, certification program applicants are required to read and acknowledge a confidentiality statement agreeing that they will keep examination content confidential and not engage in misconduct.

All individuals, including staff and volunteers, permitted access to confidential information, both verbal or written, must sign an agreement to maintain confidentiality.

### **Confidential Information**

All confidential information and materials are retained in a secure manner as required by security policies and procedures. Confidential information includes, but is not limited to:

- Examination materials (e.g., examination forms, examination items, item banks, answer keys)
- Examination development materials (e.g., job analysis reports, item writing materials, cut score reports, technical reports)
- Examination scores
- Personnel records
- Applicant and certificant records
- Records of disciplinary investigations
- Contracts and agreements
- Information discussed or disclosed during council and/or committee meetings
- Any other information that the PBAAC is required to keep confidential

### **Access to Confidential Information**

Access to confidential information is limited to those individuals who require access in order to perform necessary work related to the certification program. Access is granted in compliance with the provisions of the security policies and procedures. Staff, Council members, committee members, contractors, and other individuals will use confidential information solely for purpose of performing services for the PBAAC.

This policy is not intended to prevent disclosure where disclosure is required by law.

### **Information not Considered Confidential**

The names of certified individuals, their certification status, and their certification number are not considered confidential and will be published by the PBAAC.

Collective exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) are publicly available. Combined exam statistics, studies, and reports concerning candidates and/or certificants contain no identifying information of any person, unless authorized in writing by the individual.