



PEDIATRIC NURSING CERTIFICATION BOARD

Confidentiality Policy

Policy statement/implementation

- A. The Pediatric Nursing Certification Board (PNCB) expects that Board of Directors (BOD) members, volunteers, employees, consultants, or vendors understand that the certification examinations given by the PNCB are valid measures of a candidate's professional ability only if the applicant remains uninformed about the test questions that may appear on the examination, until such time as the applicant takes the test.

The following are considered confidential:

- 1.) All examination materials produced, developed, or reviewed. These materials are not to be reproduced, retained, divulged, or disseminated. All exam items are the property of PNCB.
 - 2.) All matters concerning the evolution, development, and production, administration, scoring or reporting of such examinations.
 - 3.) All matters related to PNCB concerning all policies and procedures, examination questions and answers, scoring standards, identity of candidates, results of examinations or evaluation of examinations, any legal memorandums, discussion, or other deliberations about the PNCB's examinations or examination policies.
- B. The PNCB expects that employees, consultants, and vendors maintain confidentiality relating to individual applicants' and certificants' private information, including, but not limited to the following:
- 1.) Personal information, such as name, address, birthday, phone numbers, email addresses, employment information, abbreviated social security number, certification registration number, education information, nursing license information, certifications held, recertification history, exam scores, number of exam attempts, online module participation and module scores.
 - 2.) Financial information, such as credit card information and payment history.
- C. All Board members, volunteers, consultants, and employees are required to adhere to this policy and sign annual confidentiality and conflict of interest agreements. Contractors and vendors must include confidentiality and non-discrimination clauses in the contract covering all aspects of this policy as well as exposure notification for any breach to their systems. Refer to the Procedures for Conflict of Interest and Confidentiality Statements for additional information.

It is the policy of PNCB to safeguard candidate and certificant information providing it only at the request of the individual certificant/candidate, law enforcement, court with appropriate jurisdiction, employer and/or licensing board.

Date Approved: 10/2015, 06/2016, 03/2021
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