

Redwood Clinical Consulting LLC

PRIVACY POLICY

Effective Date: March 8, 2026

1. INTRODUCTION

Redwood Clinical Consulting LLC ("Redwood Consulting", "we", "us", or "our") provides healthcare and perinatal clinical education consulting, AWHONN fetal heart monitoring instruction, and legal nurse consulting services. We are committed to protecting the privacy of our clients, students, retaining counsel, website visitors, and business contacts.

This Privacy Policy explains what information we collect, how we use it, how we protect it, and your rights. By engaging our services, registering for a course, or using our website, you agree to the practices described in this policy.

2. INFORMATION WE COLLECT

2.1 Information You Provide Directly

- Name, professional credentials, license number, and title
- Employer, facility, department, and work address
- Contact information: email address, phone number, mailing address
- AWHONN membership number (instructor courses)
- Payment information (processed through our payment processor — we do not store full card numbers)
- Course registration and enrollment data
- Signed agreements, contracts, and correspondence
- For legal matters: case name and number, jurisdiction, nature of the matter, and documents provided by retaining counsel

2.2 Information Collected Automatically (Website)

- IP address, browser type, and device information
- Pages visited, time on site, and referring URLs
- Cookies and similar tracking technologies (see Section 7)

2.3 Information from Third Parties

- AWHONN membership and completion records for course delivery

- Medical and clinical records provided by retaining counsel for legal nurse consulting engagements
- Information provided by facilities or employers arranging consulting services on your behalf

3. HOW WE USE YOUR INFORMATION

- To process course registrations and deliver contracted consulting or legal nurse consulting services
- To communicate about enrollment, scheduling, course materials, case status, and follow-up
- To issue contact hour certificates and maintain AWHONN accreditation records
- To send invoices and process payments
- To prepare reports, record reviews, timelines, and other work product for legal matters
- To comply with AWHONN accreditation, HIPAA, and other legal and professional obligations
- To improve our services based on feedback

We do not sell, rent, or trade your personal information to third parties for marketing purposes.

4. HOW WE SHARE YOUR INFORMATION

4.1 AWHONN

Student registration and completion data is shared with AWHONN as required for contact hours and accreditation reporting.

4.2 Retaining Counsel & Legal Proceedings

In legal nurse consulting engagements, work product and communications are shared with retaining counsel as directed. If Consultant is designated as a testifying expert, information may be subject to disclosure under applicable rules of civil procedure. Consultant will follow retaining counsel's direction regarding disclosures.

4.3 Service Providers

Trusted third-party vendors assisting with payment, email, scheduling, or website hosting. Vendors are contractually required to protect your information.

4.4 Client Facilities

If your employer contracted for consulting or training services, relevant attendance and completion records may be shared with that client.

4.5 Legal Requirements

We may disclose information when required by law, court order, subpoena, or to protect the rights and safety of Redwood Consulting, our clients, or the public.

5. PROTECTED HEALTH INFORMATION (PHI) & HIPAA

Redwood Consulting does not routinely collect patient PHI in standard consulting and education engagements. In legal nurse consulting matters, de-identified case information and records provided by retaining counsel may contain PHI. Consultant handles all PHI in accordance with HIPAA and applicable state law. When required, a Business Associate Agreement will be executed prior to engagement.

Clinical case studies used in educational settings are de-identified and contain no PHI.

6. LEGAL MATTER CONFIDENTIALITY

All information related to legal nurse consulting engagements — including case names, parties, medical records, counsel communications, and work product — is treated as strictly confidential. This information is subject to attorney-client privilege and/or attorney work product protections as applicable, and will not be disclosed to any third party without the written authorization of retaining counsel or as required by law.

7. DATA RETENTION

- Course attendance, completion, and contact hour records: minimum 6 years (AWHONN requirement)
- Signed agreements and contracts: minimum 7 years; or as required by law
- Payment and billing records: minimum 7 years; or as required by law
- Legal nurse consulting case files: retained per retaining counsel's direction, or minimum 7 years after case conclusion; or as required by law
- Website analytics: up to 24 months

8. COOKIES & WEBSITE TRACKING

Our website may use cookies to improve functionality and analyze usage. You may disable cookies in your browser, though some features may not function. We do not use cookies for cross-site advertising.

9. DATA SECURITY

Redwood Consulting implements reasonable administrative, technical, and physical safeguards including password-protected systems, encrypted communications, and restricted access. We cannot guarantee absolute security. In the event of a breach affecting your information, we will notify you as required by applicable law.

10. YOUR RIGHTS

- Access the personal information we hold about you
- Request correction of inaccurate information
- Request deletion, subject to legal retention requirements
- Opt out of non-essential communications

To exercise these rights, contact us at consulting@redwoodconsultingllc.com. We will respond within 30 days. Note that information subject to legal privilege or active litigation holds may not be deletable upon request.

11. CHILDREN'S PRIVACY

Our services are directed exclusively to licensed healthcare professionals and legal professionals. We do not knowingly collect information from individuals under 18.

12. CHANGES TO THIS POLICY

We may update this Privacy Policy periodically. We will post the revised policy with an updated effective date. Continued use of our services constitutes acceptance of the updated policy.

13. CONTACT US

Redwood Clinical Consulting LLC | Attention: Privacy Officer

Email: consulting@redwoodconsultingllc.com | Phone: 458-202-0949