

HIPAA Notice

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule allows members the right to receive a notice that describes how individual health information may be used and/or disclosed and how to acquire access to this information. The Administrator of a self-funded health benefits plan is federally mandated to send a notice (Notice of Privacy Practices) to members of their self-funded health benefits plans.

Contacting the Privacy Office

The Administrator of your self-funded health benefits Plan is mandated by Federal and individual State regulations to develop a Notice of Privacy Practices based upon Federal and individual State regulations. The following Notice of Privacy Practices applies to the web portal offered by Benefit Administrative Systems, LLC. If you have any further questions regarding this Notice of Privacy Practices, please contact the Concierge team. You can locate their phone number on your plan issued ID Card.

What information may be collected?

Information may be collected in two ways on the provided web portal. You may elect to establish an account on our web portal so that you can gain additional access to on-line service applications, health tools, health information, or other services where it is important for us to know who you are in order to best meet your needs. Personal information will not be collected from you without your knowledge.

Providing personal information is always voluntary. Second, we may use "cookies" to help us improve our web site by tracking your navigation habits and to store some of your preferences. A cookie is a small file created by an Internet site to store information on your computer. Cookies do not allow websites to gain access to other information on your computer. Once a cookie is saved on your computer, only the Web site that created the cookie can read it.

External Links to other Websites

From time to time we will provide links to other web sites, not owned or controlled by Benefit Administrative Systems, LLC. We do this because we think this information might be of interest or use to you or where, as a member, we can provide you with value added services. While we do our best to ensure your privacy, we cannot be responsible for the privacy practices of other sites. A link to a non- Benefit Administrative Systems, LLC web site does not constitute or imply endorsement by Benefit Administrative Systems, LLC. Additionally, we cannot guarantee the quality or accuracy of information presented on non- Benefit Administrative Systems, LLC web sites. We encourage you

to review the privacy practices of any web site you visit.

What if I don't want information about me to be collected?

Providing personal information through the Benefit Administrative Systems, LLC web portal is an option. Additionally, personally identifiable information will not be collected from you without your knowledge and approval.

How will information collected about me be used?

Information you share with us will be used in a variety of ways that let us serve you better. We may also use this information to perform administrative, technical, hosting or other functions that help us manage our site and deliver new functionality to you.

Changes to this Policy

The foregoing Web Portal Privacy Statement is effective as of January 1, 2021. Benefit Administrative Systems, LLC may make changes to this policy without notice. This statement is not intended to and does not create any contractual or other legal right in or on behalf of any party. Again, we hope to make your on-line experience enjoyable and secure and thank you for taking the time to read this Notice Privacy Practices.