

The purpose of this notice is to advise you of our privacy policy in order to explain how we collect nonpublic personal information (including protected health information), the type of information that we may collect, and what information we may disclose to other companies or organizations not affiliated with your employer. In the event that this privacy policy is amended in the future, you will receive notification of the changes.

#### **ACQUISITION OF PERSONAL INFORMATION**

We collect nonpublic personal information about the individual participants of group plans, which is provided to us by you, the employer/plan sponsor and health care providers in order to provide benefits under the provisions of COBRA.

#### **Categories of Information We Disclose**

We **do not disclose** any nonpublic personal information about our clients, their employees or former clients and employees to outside parties, except as required by law or specifically requested by you.

#### **Parties to Whom We Disclose Information**

We disclose nonpublic personal information only to employer plan sponsors (medical information is only provided to plan sponsors at your request only), individual employee participants, and where required by law - such as under a subpoena or governmental audit. If you request that we disclose medical information about you, you may revoke that permission, in writing, at any time.

#### **Confidentiality and Security of Nonpublic Personal Information**

We restrict access to nonpublic personal information to those individuals who need to know that information in order to provide services or products for the plan. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard nonpublic personal information.

#### **Complaints**

If you believe your privacy rights have been violated, you may file a complaint with COBRA Plus Administrators, Inc., your Human Resources representative at your employer or the Secretary of the Department of Health and Human Services.