

## **PROTECTING YOUR PRIVACY**

### **Notice of Verify Solutions Privacy Policy**

This Notice explains how Verify Solutions handles personal information collected from employee benefit plan participants (“Plan Participants”) in connection with our Dependent Eligibility Audit services.

#### **WE PROTECT INFORMATION WE COLLECT ABOUT PLAN PARTICIPANTS**

At Verify Solutions, we follow strict standards to safeguard personal information. These standards include limiting access to data and regularly testing our security technology. All personal information collected during the course of our work is maintained in a secure setting as well as on computer servers that are both HIPAA (Health Insurance Portability and Accountability Act) Compliant and Healthcare Approved.

#### **HOW WE COLLECT INFORMATION**

We collect data about Plan Participants as we go through the process of conducting a Dependent Eligibility Audit. Some of the sources of this data are as follows:

- Information we obtain from your employer. This may include your name, address, telephone number, work location, email address, and the names and ages of your covered dependents.
- Information we obtain from you. This may include any corrections/updates to your information provided to us through telephone conversations with you, or from paper forms you complete and submit to us.
- Information we obtain through our secure Web response site. This includes data you provide when you visit our secure Web response site.

#### **HOW WE SHARE INFORMATION**

We share personal information about Plan Participants within Verify Solutions and with the administrators of your employer’s health plan for the sole purpose of verifying the eligibility of your covered dependents. We do not sell, lease, or otherwise distribute any of your personal information to any other entity.

#### **HOW WE DISPOSE OF INFORMATION**

Verify Solutions follows a disposal protocol for both electronic and paper-based data that has been reviewed by and agreed to by your employer.

#### **ACCURACY OF INFORMATION**

We strive for accurate records. Please tell us if you receive any incorrect materials from us. We will make the appropriate changes/corrections.

#### **ADDITIONAL INFORMATION**

You may write to us if you have questions about this Notice. Please contact our Privacy Officer, Anne Garvey, J.D. at 555 North Point Center East, Suite 250, Alpharetta, GA 30022.