

## SaveOnSP, LLC Privacy Policy

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At SaveOnSP, LLC, we are committed to preserving the privacy and confidentiality of our clients' and members' data and other sensitive information we are provided. Our goal is to uphold the trust and confidence that our clients and members place in us to deliver quality services.

SaveOnSP, LLC is a business associate of our Covered Entity clients and adheres to the Health Insurance Portability and Accountability Act applicable to business associates, as well as security standards at SaveOnSP, LLC and privacy and security requirements we agree to in our business associate agreements with clients. In performing services for clients and members, SaveOnSP, LLC's privacy and security practices include, but are not limited to, the following:

- Maintaining high standards for the privacy and security of our clients' data and members' health information and other personally identifiable information
- Implementing appropriate administrative, technical and physical safeguards for personally identifiable and health information
- Limiting the use and disclosure of personally identifiable and health information to the minimum necessary to perform the services to clients and members
- Promoting a culture of privacy and confidentiality within SaveOnSP
- Monitoring the privacy and security of confidential, personally identifiable and health information throughout SaveOnSP
- Receiving and responding to questions from our clients, members and workforce concerning the use and disclosure of personally identifiable and health information
- Facilitating member rights related to their personally identifiable and health information
- Ensuring HIPAA compliance as well as compliance with other laws/regulations regarding data privacy and security
- Leading Data Breach response and notification efforts
- Liaising with Information Technology and Security departments of clients regarding data privacy and security issues

