



### **BPC, Inc. Information Privacy Policy**

BPC understands and respects the privacy of our clients and participants. We take this very seriously and have taken steps to ensure the confidentiality and security of the information you provide to us. This document outlines BPC's treatment of your personal information.

BPC does not rent or sell employer or employee information. BPC places high value on the trust you have placed in us and maintaining this trust is a top priority. We take great pride in offering you top quality benefit administration and providing you with highly personalized services. We respect your right to privacy and will only use your information for purposes as we agreed and to perform our necessary administrative services.

### **Collection of Information**

In order for us to offer our administration services, it is necessary for us to collect certain information about you, your spouse, and your dependents. Some of the information we collect may be considered nonpublic personal information. This may include information on various BPC forms, information you have provided to BPC to render administrative services, information about any transactions with us, and information we obtain from independent third parties. We may collect data via our website, paper claims, or when speaking directly with you.

### **Use of Information**

BPC will use your personal information to provide proper benefit administration in the areas of Cafeteria Plans, FSA, HRA, HSA, COBRA, Pension and Retirement Plans, or any other services we may provide.

### **Online Identification**

Your online identification and email address will be kept in the strictest confidence. We will not disseminate this to third parties with the two following exceptions: 1) Your authorized Human Resources officials 2) Your enrolled insurance providers. We will never disclose your password to anyone except you, or through your password reset service. If you ever suspect your information may have been compromised you may contact us at any time and we will reset your credentials to something only you know.

### **Accurate Information**

Our goal is to keep accurate information. Your information is available by contacting us. BPC reserves the right to request additional information to help us improve communications and improve services for our administrative activities.

### **Sharing of Information**

Vendors may send data to BPC on your behalf in order for us to reimburse you for claims. In return, BPC sends data at times (for example: terminations or reinstatements for COBRA participants) to allow vendors to perform services on your behalf. Other than to perform such duties, BPC will not share your personally identifiable information with any third party without your express permission, except as permitted by law.

### **Security and Confidentiality of Information**

At BPC, we value our relationship with you and understand the need to respect your privacy while also providing administrative services. Please [contact us](#) if you have any questions on our privacy policy.