

PRIVACY NOTICE

At Tri-Star, we are committed to keeping your information secure. We have put in place physical, administrative, and technical safeguards to protect your information.

This notice is designed to let you know the type of information we collect from and about plan participants and other covered persons. This notice also summarizes how medical information about you may be used and disclosed for the administration of your claims, and certain rights that you have.

Our Privacy Notice governs Participant Information, which includes both personally identifiable medical information about plan participants and other covered persons and their relationship with us. The Notice only applies to individuals who obtain services from Tri-Star Systems.

INFORMATION COLLECTED ON THIS WEBSITE (www.tri-starsystems.com) OR TRI-STAR ENROLLMENT WEBSITE (www.ezenroll.com)

Unless you designate otherwise, information you enter on these sites will be known only to you, Tri-Star, your employer, and other third parties only to fulfill our administrative duties. Any information given to us will not be given or sold to third parties for marketing purposes or for any purpose outside our contractual duties.

If your employer uses Tri-Star's enrollment website, www.ezenroll.com, the visit date and time will be collected and stored.

If an e-mail is sent to Tri-Star via this site, Tri-Star will maintain this information only as long as needed to respond to your inquiry.

If you file a Flexible Spending Account, Health Reimbursement Arrangement, or Pre-Tax Parking & Mass Transit claim via eFile on the Tri-Star website, we collect information necessary for us to fulfill our administrative duties under the plan. This includes:

- Information from the Employer or Participant (including Name, Social Security and/or Account Number, address, date of birth, benefit elections and information and employment information);
- Information about the Participant's claims filed with Tri-Star Systems (including payment, banking, and claims information which can include receipts and medical information)

This site may contain links to other web sites. Tri-Star is not responsible for the privacy practices or the content of these other sites. Users should check the privacy statement of the other sites to understand their policies. It is the responsibility of the user to keep personal information private and confidential. If you are a former participant in any of our plans, your information is treated in the same manner as the information of current participants.

PROTECTED HEALTH INFORMATION (PHI)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Tri-Star is committed to protecting any personal health information you have submitted to us and limits access to information to those individuals employed by us who require access in order to provide service to you. These employees have been educated on how to protect your privacy. We share this information only with outside parties as required by law or legal order or to fulfill our contracted administrative duties. Otherwise, we must obtain your written authorization for any other use or disclosure of this information. Any information given to us will not be given or sold to third parties for marketing purposes or for any purpose outside our contractual duties.

HOW WE MAY USE AND DISCLOSE YOUR PHI

The following describe the situations in which we may use and disclose your PHI:

For Payment – We may use or disclose your PHI to determine your eligibility for Plan benefits.

To Other Business Associates – We may contract with individuals or other entities (referred to as Business Associates) to perform functions on our behalf or provide certain types of services. In order to provide these services, we have implemented safeguards to protect your information.

As Required By Law – We may share this information with outside parties as required by law or legal order.

To Plan Sponsors – To fulfill our contracted administrative duties, we may disclose PHI to certain employees of your Employer. These employees will only use or disclose this information as necessary to perform administrative functions of the plan or required by law or legal order, unless you have authorized further disclosures in writing. Your PHI can not be used for employment purposes without your authorization.

ONLINE SECURITY

Tri-Star utilizes methods to maintain the security of your information during your use of our services. Highlights of our security include:

- Internal firewalls
- VeriSign® 256 bit Secure Socket Layer

YOUR RIGHTS

At any time, you have the right to request to obtain copies of any medical information we have on file for you and an accounting of certain disclosures of your medical information.

If you believe your privacy rights have been violated, you have the right to file a complaint with us or with the Office for Civil Rights. We will not retaliate against you for making a complaint.

If you have any questions or comments regarding this policy, please contact admin@tristarsystems.com.

Tri-Star offers several options for accessing your account information, including Web access, toll-free telephone customer service, mail, and e-mail. Specific addresses and telephone numbers are listed on correspondence you receive from us.