

# PRIVACY NOTICE

At WorkPartners, we collect, store, and use certain types of information about your company and your employees in order to best serve your workers' compensation needs. This Privacy Notice explains what types of information we may collect and the reasons it may be disclosed to third parties. You accept this policy when you purchase a policy for workers' compensation insurance with WorkPartners. Please note the following standards we use to protect your information.

- We do not sell your information to third parties.
- Your information is accessible to our staff only as needed to fulfill their job responsibilities and to best serve your needs.
- We treat information about our former customers the same as we treat information about our current customers.
- We maintain strict physical, electronic, and procedural safeguards to protect this information in accordance with this Privacy Notice, UPMC policies and procedures, and applicable state and federal laws.

In order to effectively manage your workers' compensation policy and claims, WorkPartners will collect information about your employees who have suffered a work-related injury. The types of information we collect include, but are not limited to:

## **Personal information:**

- Name
- Address
- Date of birth
- Social Security number
- Marital status and number of dependents

## **Information about a work-related injury:**

- Date and time of injury
- Time off from work due to injury
- Cause of injury

## **Financial and health information:**

- Information about entitlement benefits (such as Medicare, Social Security, Disability)
- Income and wages
- Medical information related to the cause of and treatment for a work-related injury

We share this information with affiliated or nonaffiliated third parties only as necessary to serve your needs and to comply with applicable state and federal laws. We may share your information to process applications and claims or to otherwise meet your needs. For example, we may share your information with a company that prints our insurance policies or a software vendor that processes claims. Because of the sensitivity of this information, WorkPartners is under contract with these types of third parties to ensure your information is not sold or disclosed without your explicit consent. This Privacy Notice is available on the WorkPartners website, [workpartners.com](http://workpartners.com).

We reserve the right to amend this Privacy Notice at any time. If a material change is made, we will notify you in advance, and a copy will be posted on our website.

