

## Privacy Notice

This privacy notice discloses the privacy practices for [www.benefax.com](http://www.benefax.com). This privacy notice applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### Information Collection, Use and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside our organization, other than as necessary to fulfill your request, e.g. to mail you documents.

### Your Access to and Control Over Information

You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Express any concern you have about our use of your data,

### Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as insurance information), it is transmitted to us in a secure way. You can verify this by looking in the address line to find the “s” in **https**.

We also protect your information offline. Only employees who need the information to perform a specific job (for example billing or customer service) are granted access to personally identifiable information. The computers, servers and files in which we store personally identifiable information are kept in a secure environment, as we strictly follow HIPAA regulations.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 800-535-3455.**

