

Documents containing all or more than four sequential digits of a social security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Personal Information shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her Personal Information over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

D. Storage and Disposal

All documents or files that contain Personal Information shall be stored in a physically secure manner. Personal Information shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Documents or other materials containing Personal Information shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

E. Information Collected

Personal Information should only be collected where required by federal and state law or as otherwise permitted under Connecticut General Statutes. If a unique identifier is needed, a substitute for Personal Information shall be used.

F. Unauthorized Use or Disclosure of Personal Information

MedServ shall take reasonable measures to enforce this privacy policy and to correct and prevent the reoccurrence of any known violations. Any person and/or employee who knowingly obtains, uses or discloses Personal Information for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the state law carry criminal and/or civil sanctions. MedServ will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Personal Information through MedServ for unlawful purposes.

G. Authorized Collection and Use of Social Security Numbers

Some legitimate reasons for collecting a social security number include, but are not limited to:

- Applicants for employment may be required to provide a social security number for purposes of a pre-employment background check.
- Copies of social security cards may be obtained for purposes of verifying employee eligibility for employment.

- Social security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrolment in any MedServ employee benefit and/or pension plans.
- Social security numbers may be obtained from creditors, contractors or vendors for tax reporting purposes.

H. Policy Guidance

If any questions regarding Personal Information privacy and security should arise, contact Mr. Rick Fiorentino for policy clarification and guidance.