



Your Privacy Notice

Ulliance is committed to protecting the confidentiality of your health information. This notice describes how your Ulliance protected health information may be used and disclosed, and how you can get access to this information. Please review this Privacy Notice carefully. The Ulliance Privacy Officer is Stephen Batchelor.

Overview

The law requires Ulliance to keep your Protected Health Information (PHI) private in accordance with this Privacy and Confidentiality Notice. We are also required to provide you with a paper copy of this Notice, which contains our privacy practices, our legal duties, and your rights concerning your PHI. We may revise our privacy practices and the terms of our Notice at any time, as permitted or required by applicable law. Such revisions to our privacy practices and our Notice may be retroactive. Our Notice will be updated and made available to you prior to any significant revisions of our privacy practices. If you have any questions about this Notice, please contact the Ulliance Privacy Officer.

Our Commitment to Privacy and Confidentiality

Ulliance Wellness Services are **CONFIDENTIAL**, and we respect your concern for privacy. Your PHI is maintained at the Ulliance corporate office. We understand that the information we collect about you and your health is personal. We are committed to protecting your PHI. If you are receiving Wellness Coaching Services through your program, PHI discussed with your Wellness Coach is protected by State/Commonwealth privacy laws, HIPAA 45 CFR Parts 160 and 164, and Federal Regulations (42 CFR Part 2).

You have the right to refuse to share personal information except in cases where such sharing is mandated by law. Your PHI cannot be disclosed or released to anyone, including an employer, without your specific written consent. If you authorize Ulliance to release that information by signing a written consent, the release will outline the specific information you are allowing us to share. However, by law, there are three conditions in which your PHI may be shared without your consent: (1) to avert a serious threat to your health or safety or the health or safety of others; (2) if child/elder abuse or neglect is suspected; (3) any situation in which disclosure is required by law. It is important that you fully understand your right to confidentiality and that you feel comfortable with your privacy while seeking services through Ulliance. If you have any questions or comments regarding the Ulliance Wellness Services or issues of confidentiality and privacy, please ask your Ulliance Wellness Coach (if assigned) or contact the Ulliance Privacy Officer.

Types of Information Ulliance Wellness Collects

As we work with you we will inevitably be given information that is personal to you and could be used to identify you, including data such as your name, address and information about how to contact you. This information comes from you and other sources as part of the service we provide, and may specify details of your interactions with Ulliance, our affiliates, or others. We may also gather information about your spouse or dependents, as well as certain demographic information. Additionally, we may collect limited health information.

Protection, Correction and Retention of your PHI

You may request to see, or obtain copies of, your records that are not otherwise restricted from disclosure. If you believe that information is incomplete or inaccurate, you may request that we make any necessary corrections, additions or deletions to the disputed information via an addendum to the record. You may also request a complete description of all disclosures made of your record. Your rights continue even after your relationship with the Ulliance Wellness Program ends. We typically retain your personal information for a period of time after the end of your relationship with Ulliance. We are required by law to retain information on adults for a minimum of seven (7) years following services, and seven (7) years past the age of majority for minors. We maintain the same standards of privacy for individuals currently receiving services as we do for those who formerly received Ulliance Wellness Services.

Disclosures to Ulliance Wellness Affiliate Providers

The Ulliance Wellness Affiliate Provider Network is made up of various wellness coaching professionals located throughout the United States and Canada. Our Affiliate Providers are required to sign agreements stating that they will honor the laws regarding the confidentiality of your records and information, just as Ulliance does. We disclose your PHI to our Affiliate Providers in order to arrange for you to receive Ulliance Wellness Services and to administer your case.

Complaints

If you need further clarification about our privacy practices or you believe we have violated your privacy rights, you may contact the Ulliance Privacy Officer or the Secretary of the U.S. Department of Health and Human Services. You can call, write, or e-mail the Ulliance Privacy Officer regarding any type of concern you have about the services you have received through Ulliance. We are interested in listening to your concerns and helping you find a solution. We support your right to protect the privacy of your Ulliance Wellness PHI. We will not retaliate in any way if you choose to file a complaint with Ulliance or the U.S. Department of Health and Human Services.