

## Alyfe Protects User Privacy

Alyfe is committed to fair information practices and the protection of user privacy for all University of Cincinnati employees who use the Be Well UC online portal.

## Confidentiality and Security of Personal Information

The Alyfe Privacy Policy is located on the login page of the Be Well UC portal. Except as otherwise provided in the Privacy Policy, Alyfe will keep your personal information private and will not share it with third parties<sup>1</sup>. Your personal information is stored on secure servers that are not accessible by third parties.

## Protecting Your Personal Health Information

Alyfe adheres to all rules and regulations under the Health Insurance Portability and Accountability Act (HIPAA). All Personal Health Information will be kept strictly confidential<sup>2</sup> – your employer cannot gain access to any individual or identifiable health information from your biometric screenings or health assessment.

Internal access to your confidential information is restricted to employees who need that information to provide your benefits. Those individuals are trained on policies and procedures designed to protect your privacy.

## Lost or Stolen Information

In the event that your user name or password is lost, stolen, or used without permission, please promptly notify Alyfe and we will cancel that user name or password and issue you a new user name and password.

## Learn More

For additional questions or concerns, please contact Alyfe at [bewelluc@alyfewellbeing.com](mailto:bewelluc@alyfewellbeing.com).

### NOTES:

1 - ALYFE RESERVES THE RIGHT TO DISCLOSE PERSONAL INFORMATION IF SUCH DISCLOSURE IS NECESSARY TO COMPLY WITH A COURT ORDER OR OTHER LEGAL PROCESS, PROTECT OUR RIGHTS OR PROPERTY, OR ENFORCE OUR TERMS OF USE AGREEMENT.

2 - ALYFE WILL NOT USE OR DISCLOSE YOUR CONFIDENTIAL INFORMATION FOR ANY PURPOSE OTHER THAN THE PURPOSES DESCRIBED IN THE NOTICE OF PRIVACY PRACTICES ABSENT YOUR WRITTEN AUTHORIZATION.