

NOTICE OF INFORMATION PRACTICES

PerfectByte®

Our company understands that the foundation of business is built on the trust and confidence of our clients. In order to continue to provide you with quality customer service it may be necessary for us to evaluate your program database for troubleshooting purposes. The privacy of this information is of utmost importance to us. This notice is provided to you so that you may: (i) understand how we collect this information from you; (ii) how we go about evaluating the data, and (iii) the steps we take to protect this information.

WHAT WE NEED TO ASSIST YOU

In order to evaluate, diagnose and resolve certain problems you may be experiencing it is sometimes necessary that we receive your data for these purposes. This information contains confidential information about your patients including, but not limited to, diagnosis and treatment information. It will be treated with the utmost respect and privacy.

OUR PRIVACY POLICY

Our company is committed to maintaining the confidentiality of your patient and financial data. Therefore, we have set up the following security measures for reviewing your data at the PerfectByte® facility.

How we protect your data:

- We provide a secure ftp site running Serv-U Server Software with 128-bit encryption.
- We have an incoming ftp folder where once you upload your data; it is automatically moved off the ftp server to a location that can be accessed by only the Network Administrator at Fizer Technologies.
- Your data is stored on a single computer at our facility, whether it is sent to us via our ftp site or sent to us in the mail.

- We restrict access to the data to authorized technicians and programming personnel who need to access the information in order to accomplish the intended purpose. Your data is not shared with non-affiliated parties or anyone outside the PerfectByte® facility.
- Once we have completed evaluating and troubleshooting your data it is immediately deleted from our system.

NO ACTION IS REQUIRED BY YOU

You do not need to do anything as a result of this notice. It is meant to inform you of how we safeguard your data when it is at our facility.

If we change our privacy practices, we will provide you notice of all material changes.

Your trust and confidence is important to us and we strive to maintain your continued trust.

If you have any questions concerning this notice please feel free to contact us.

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