

PRIVACY NOTICE

Corporate Medical Advisors meets or exceeds legislated and industry standards for data protection to ensure that your personal information is protected.

In this Privacy Notice we make a commitment to protect your privacy. We also describe what information we collect about you and why we collect it, how we use and safeguard that information and we explain what choices you have, including how to access and update or ask us to delete your information.

Our Promise to You:

- When we need your personal information we always explain the purpose and will not use your information for any other purpose without asking you first.
- We do not retain your personal information longer than required for the purpose of providing our services to you.
- Your personal information can only be accessed by authorized personnel.
- You can ask to review or update the personal information we hold about you.
- We only share information with third parties for purposes specified in this Privacy Notice, for reasons required by law or with your explicit prior consent.
- We carefully select our partners and third-party service providers and implement contractual clauses that hold them accountable to the same data protection and privacy standards we meet ourselves.
- We actively monitor external threats and act quickly and transparently to protect your privacy.
- We understand that technology develops rapidly and continuously monitor and enhance the measures we have implemented to protect your information from unauthorized access and accidental loss or disclosure.

Types of Personal Information

Personal Identifiable Information (PII) or Personal Data is information that can be used on its own or in combination with other information, to identify, contact or locate a single person, or to identify an individual or natural person in context. Personal information does not include anonymized or statistical data that by itself does not allow identification of you as an individual. Sensitive Information or Special Category Personal Data we may collect includes information about an individual's current health or health history, sexual orientation or religion.

How we collect and use Your Personal Information

In order to provide our services, we will usually need to collect some personal information about the individuals we are assisting. We collect information about you when you buy, use or benefit from Corporate Medical Advisors' services or products. We may not always receive personal information from you directly but also from other sources, such as your employer or your relatives, your insurance company, other assistance companies, financial institutions, or medical service providers.

Corporate Medical Advisors Website

Cookies and Tracking Technology

Corporate Medical Advisors use cookies or similar technologies to analyse trends, run the website, track our users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

Some of our service providers (e.g. Corporate Medical Advisors' service providers monitoring our satisfaction survey) use cookies on the Corporate Medical Advisors site. We have no access to or control over these cookies. This privacy statement covers the use of cookies by the Corporate Medical Advisors site only and does not cover the use of cookies by anyone else.

Acceptance and links to other websites

This website may contain links to other websites, which are there for your convenience and not as an indication of Corporate Medical Advisors' approval. These other websites may have their own policies, which we do not control, and therefore are not covered by this statement.

Data Protection for Minors

We do not knowingly collect any information on anyone who has not reached the age of 18 years through the online services and the Corporate Medical Advisors' website.

How long we keep Your Personal Information

We only retain your personal information as long as it is required and we have a lawful reason. When your personal information is no longer required it will be securely destroyed or transferred in accordance with prior contractual agreement or your own preference.

Sharing your Personal Information

We do not sell your personal information in any circumstances and our business model does not rely on such action. Your personal information may be transferred to third-parties that help us deliver our services to you. These companies may be located in another country. Whenever we need to transfer sensitive personal information (such as medical information), we will first ask for your consent. We do not share your personal information with third parties unless **one of the following conditions** or reasons apply:

You have provided explicit consent

We will ask for your explicit consent before sharing any sensitive personal information about you. We will provide you with clear explanations to allow you to make an informed choice. You are entitled to withdraw your consent at any time.

Or

For external processing

We provide personal information to trusted businesses or persons to process it for us, based on our instructions and in compliance with relevant data protection legislation, this privacy notice and additional confidentiality and security measures.

Or

For legal reasons

We may transfer your personal information to government authorities, agencies and institutions, but ONLY as required or allowed by applicable regulations.

Or

To verify your insurance or employment benefits

In some cases we may need to notify third parties such as your insurer or employer, and share some of your personal information with them. We will always ask for your consent if sensitive data needs to be shared or if we need to share information for additional purposes that you may not expect.

Accessing, correcting or deleting your Personal Information

You can seek access to, or revise, or ask to delete the personal information that Corporate Medical Advisors has collected from you by writing to us using the contact link on our website.

When you make a Data Subject Right Request,

- (a) You will be asked to provide Corporate Medical Advisors with details of the data requested and the reasons why that data needs correction;
- (b) You will be asked to provide proof of who you are;
- (c) If applicable, we may seek verification with your employer or your company's authorized personnel.

We will strive to address your request as soon as possible and no later than thirty (30) calendar days from the date your request is received and understood. If Corporate Medical Advisors is asked to destroy personal information, we will ensure that its recreation is prevented and shall take reasonable care to make sure that there is no unauthorized disclosure during the destruction of the data. To allow us to do this, we will maintain a record of all such requests, including a minimum of personal information required.

How we protect your Personal information

- We have internal policies to prevent inappropriate or unauthorized access or disclosure or accidental loss of personal information and all employees receive regular data protection training.
- We have implemented physical security measures to safeguard personal information from misuse, alteration, accidental loss or destruction.

How to resolve disputes with Corporate Medical Advisors

If you are unsatisfied with the manner in which your question or concern is being addressed, you can contact us by writing to us using the contact link on our website.

We promise to investigate and address all concerns and complaints as quickly as possible. We will provide an acknowledgement of your query together with an indication of the approximate length of time that it will take us to review it within a week of receipt. If it will likely take us longer than two weeks to address your query, we will also provide you with regular updates throughout the process.

If you receive services from Corporate Medical Advisors through your employer, an association or institution, or an insurance or financial services program and your personal information has been improperly handled as a result of the actions or inactions of such third party, we cannot be liable for resolving any resulting disputes. We will direct you to the appropriate point of contact in such cases.

You have the right at any time, to raise your issues with a data protection authority or to take your case to a court.

Changes to this Statement

We regularly review and on occasion update this statement to ensure it remains in line with applicable regulation. We will inform you of such changes by prior notification, usually through the CorporateMedicalAdvisors.com website. This statement is not intended to create any contractual or other legal rights; its purpose is to explain how your personal information will be processed to allow the provision of Corporate Medical Advisors services and how you can make use of your rights under data protection legislation in relation to such processing.