

DIVERSIFIED ADMINISTRATION
6161 Washington Street
Hollywood, Fl. 33023

NOTICE OF PRIVACY POLICY AND PRACTICES

Purpose of this Notice

Diversified Administration respects the privacy of personal information and understands the importance of keeping this information confidential and secure. This Notice describes how we protect the confidentiality of the personal information we receive. Our practices apply to current and former clients.

Types of Personal Information We Collect

We collect a variety of personal information to administer a participant's flexible spending accounts. Some of this information is provided by participants on enrollment forms, claim forms and correspondence (such as Social Security number, address and dependent information), through employers and health care providers. We retain this information after a participant's coverage ends. We limit the collection of personal information to that which is necessary to administer our business, provide quality service and meet regulatory requirements.

How We Protect Personal Information

We treat personal information securely and confidentially. We limit access to personal information to only those persons who need to know that information to provide services to participants (for example, our claims processors). These persons are trained on the importance of safeguarding this information and must comply with our procedures and applicable law. We meet strict physical, electronic and procedural security standards to protect personal information and maintain internal procedures to promote the integrity and accuracy of that information.

Disclosure of Personal Information

We may share any of the personal information that we collect as permitted or required by law with our attorneys, accountants and auditors, a participant's authorized representative and a law enforcement agency or regulatory authority, including the Internal Revenue Service and Department of Labor. We do not disclose personal information to any other third parties without a participant's request or authorization.

Individual Rights to Access and Correct Personal Information

Our goal is to keep our participant information up to date and to correct inaccurate information. We have procedures in place to ensure the integrity of our information and for the timely correction of incorrect information. If you believe that any personal information we have is not accurate, please let us know by contacting our Chief Privacy Officer at the address above.

Further Information

We may amend our privacy policy from time to time. In accordance with applicable law, we will send our current customers a Notice describing our privacy policy and practices at least once a year. It will also be available upon request and can be viewed on our website at www.div125.com.