



INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 4
Health and Welfare, Pension, and Annuity Funds

PRIVACY POLICY

This is the Privacy Policy for the IUOE Local 4 Funds Member Self Service Portal, which allows you to review information about certain benefit plans and programs (together, “Plans”) and take actions with respect to those Plans. References to “Website” include all content and pages that are within each section of the Website or that are linked within the Website. While the Website may include links to other websites, it is not responsible for the content of such websites or for any actions that you may take on such other websites.

Please read this Privacy Policy to learn more about how the Website uses and safeguards your information. By visiting the Website, you are accepting the practices described in this Privacy Policy.

Information the Website May Collect and Use. The Website collects personal information when you use and visit the Website. The Website also receives certain personal information from some of the Plans to make the Website and related services available to you.

For example, as a visitor to the Website, you may register to access information about the Plans, interact with some of the Plans, and upload/download information about some of the Plans’ benefits. When you register, you will provide personal information such as first and last name, address, email, telephone number or other relevant information.

The Website uses information about you to (i) enable you to log into and use the Website; (ii) provide services to you with respect to some of the Plans; (iii) manage certain Plan services; (iv) communicate with you; and (v) fulfill your requests. The Website also uses information about you as required by applicable law or legal process, or as described in the Terms of Use applicable to the Website.

Third Parties. The Website may share personal information with third parties—including actuaries, attorneys, accountants, other consultants, and others involved in administering your benefits—for purposes of operating the Website and the Plans. For example, the Website may share your personal information in order to act on your requests. The Website also may share your personal information with third parties if required by law, to protect the Plans’ property or the property of their affiliates, to protect from liability, or to comply with the terms and conditions of the Internet host provider. The Website also reserves the right to disclose or utilize any of this information in aggregate form, for any purpose, in its sole judgment, to the extent not prohibited under applicable law.

Cookies and Website Traffic Analytics. The Website uses cookies to collect certain information about Website users. A “cookie” is a small amount of data sent to your browser from a web server and stored on your computer. The Website uses cookies to provide a more

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personalized service to you. Cookies allow the Website to track visitors, measure visitor usage patterns, and analyze general traffic patterns. This information is only used to improve the Website. The Website does not use cookies to retrieve personal information from your computer, or other information from your computer for purposes that are unrelated to the Website or the Plans. You can accept or reject all cookies by modifying your browser preferences. If you reject cookies by changing your browser settings, you may disable some of the functionality of the Website.

The Website may analyze how users use the Website by employing cookies to collect standard Internet log information and information on visitors' use of the Website. The information generated by the cookie about use of the Website (including IP address) is then used to evaluate your use of the Website and to compile statistical reports on Website activity.

Accuracy and Access. The Website employs reasonable measures to keep personal information collected by the Website accurate and complete. Upon request, the Website will inform you of the existence, use, and disclosure of your personal information that is maintained by the Website. Such requests should be submitted to the IUOE Local 4 Funds Office. Further, if you have concerns about the accuracy or completeness of the information maintained about you, please contact the IUOE Local 4 Funds Office and the applicable Plan will take reasonable steps to work with you to address any confirmed inaccuracies or omissions.

Safeguards. The Website employs reasonable safeguards to protect your personal information collected and maintained by the Website from unauthorized access, use, or disclosure. These safeguards include:

- Physical measures (such as locked filing cabinets, restricted access to files and offices);
- Technological measures (such as passwords, encryption, firewalls, and audits); and
- Administrative controls (limiting access on a "need-to-know" basis, staff training, confidentiality agreements, policies and procedures).

The Website employs reasonable care in the disposal or destruction of personal information to protect against unauthorized parties acquiring the information.

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You can read the HIPAA Notice of Privacy Practices ("NPP") posted for Plans that offer health benefits here <http://www.local4funds.org/health-plan/the-plan-and-your-privacy.html>.

Third-Party Links. Services linked to or from the Website operate under their own privacy policies and practices. Because the Website does not have control over the policies or practices of third parties, it is not responsible for the privacy practices or contents of those sites. You should review their policies before you provide any personal information or complete any transaction with them.

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No Collection of Information from Children. The Children’s Online Privacy Protection Act (“COPPA”) requires the Website to inform parents and legal guardians about how the Website collects, uses, and discloses the personal information of children under the age of 13. The Website is not intended for children and does not knowingly solicit or receive any personal information from children under the age of 13. If you are under the age of 13, you are not authorized to use the Website.

Amendment. The provisions contained herein supersede all previous notices or statements regarding the Website’s privacy practices. The Website reserves the right, in its sole discretion, to amend this Privacy Policy at any time, without prior notice to you. You should review the Privacy Policy periodically. Any amendment will apply to information that was previously collected by the Website, unless otherwise stated in the amendment. Your continued use of the Website after any such amendment indicates your consent to the changes.

Contact Us. If you have any questions about our collection and use of your information in connection with the Website, please contact us at 508-533-1400.

EFFECTIVE DATE: December 3, 2018