



# Pharmatech

The foundation of Pharmatech's business is information and given the nature of our work, the protection of personal data is vital for our company and our customers. Pharmatech's privacy program is designed to respect and protect data privacy rights regarding the confidentiality of individually identifiable information in accordance with applicable laws and regulations, regardless of the nature, source, or form of the information.

Pharmatech intends that this Privacy Policy and standard practices and procedures will ensure compliance with, as applicable, all applicable laws and regulations of the US Health Insurance Portability and Accountability Act (HIPAA). Additionally, if required in the course of business, Pharmatech will ensure timely compliance with applicable international laws and regulations, including, for example, the European Union's Data Protection Directive (EUDP), Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) and Japan's Personal Information Protection Action (PIPA).

Pharmatech has implemented its Privacy Policy to adhere in part to the European Union (EU) Safe Harbor principles in anticipation of future Safe Harbor certification. Pharmatech values the confidence of its customers and respects individual privacy, including personal information of employees, consumers, healthcare professionals, medical research subjects, clinical investigators, customers, business partners, and investors. Pharmatech's intent is to exceed the applicable laws and regulations of the United States.

**SCOPE:** This Privacy Policy applies to all personal information, either in electronic or paper format, received by Pharmatech, Inc.

**DEFINITIONS:** For the purposes of this Privacy Policy, the following definitions shall apply:

"Agent" means any third party that uses personal information provided to it by Pharmatech to perform tasks on behalf of, and under the instructions of, Pharmatech.

"Pharmatech" means Pharmatech, Inc., its successors, subsidiaries, divisions, and groups in the United States.

"Personal information" means any information or set of information that identifies or could be used by or on behalf of Pharmatech to identify an individual. Personal information does not include information that is encoded or anonymized or publicly available information that has not been combined with non-public personal information.

"Sensitive personal information" means personal information that reveals race, ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, or that which concerns health or sex life. In addition, Pharmatech will treat as sensitive personal information any information received from a third party where that third party treats and identifies the information as sensitive.



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## **PRIVACY PRINCIPLES:**

The privacy principles in this Policy are based in part on the Safe Harbor Privacy Principles.

**NOTICE:** Personal information collected by clinical investigators from patients and submitted to Pharmatech for research purposes in the US will only be collected, used and transmitted in strict accordance with a valid HIPAA Authorization for Research Uses and Disclosures signed by the patient or by other means allowed by HIPAA such as de-identification, waivers, limited data sets and the like. Pharmatech is not a Covered Entity under HIPAA, nor is Pharmatech a Business Associate as defined under the HIPAA Privacy Rule.

When Pharmatech collects personal information directly from individuals in the EU, it will inform them about the purposes for which it collects and uses personal information about them, the types of non-agent third parties to which Pharmatech may disclose that information, and the choices and means, if any, Pharmatech offers individuals for limiting the use and disclosure of personal information. Notice will be provided in clear and conspicuous language when individuals are first asked to provide personal information to Pharmatech, or as soon as practicable thereafter, and in any event before Pharmatech uses the information for a purpose other than that for which it was originally collected.

When Pharmatech receives personal information from any affiliates, subsidiaries or other entities in the EU, it will use such information in accordance with the notices provided by such entities and the choices made by the individuals to whom such personal information relates.

**CHOICE:** For research purposes in the US, Pharmatech relies upon the covered entity (i.e., clinical investigator) to obtain a valid HIPAA Authorization for Research Uses and Disclosures of an individual's personal information including Protected Health Information (PHI). The format of the Authorization must comply with current HIPAA regulations.

For information collected from individuals in the EU, Pharmatech will offer individuals the opportunity to choose (opt-out) whether their personal information is (a) to be disclosed to a non-agent third party, or (b) to be used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. For sensitive personal information, Pharmatech will give individuals the opportunity to affirmatively and explicitly consent (opt-in) to the disclosure of the information to a non-agent third party or the use of the information for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. Pharmatech will provide individuals with reasonable mechanisms to exercise their choices.

**DATA INTEGRITY:** Pharmatech will use personal information only in ways that are compatible with the purposes for which it was collected or subsequently authorized by the individual. Pharmatech will take reasonable steps to ensure that personal information is relevant to its intended use, accurate, complete, and current.



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**TRANSFERS TO AGENTS:** Pharmatech may share an individual's information with agents, contractors, or partners of Pharmatech in connection with services that these individuals or entities perform for, or with, Pharmatech. Pharmatech may, for example, provide an individual's personal information to agents for hosting of databases and data processing services. Pharmatech will obtain assurances from its agents that they will safeguard personal information consistent with this Policy.

**ACCESS AND CORRECTION:** Upon request, individuals will be provided with the personal information that Pharmatech holds about them. In addition, upon request, Pharmatech will take reasonable steps to provide individuals with a means to correct, amend, or delete information that is found to be inaccurate or incomplete. Due to regulatory, statistical, and contractual requirements, Pharmatech is not able to grant direct access to research data to research participants or clinical investigators.

**SECURITY:** Pharmatech will employ reasonable safeguards to protect personal information in its possession from loss, misuse and unauthorized access, disclosure, alteration, and destruction. For personal information subject to electronic storage or transmission, Pharmatech maintains an internal, private, secure network that is protected from computer virus infection and monitored for unauthorized access. Both electronic and paper-based records holding personal information are maintained in an access-controlled facility for which a business continuity plan is required.

**ENFORCEMENT:** To ensure full compliance, Pharmatech has established compliance procedures as part of its Privacy Policy procedures. The Pharmatech President has the authority to appoint the Privacy Officer and has elected Todd Pankratz, Director Clinical Operations, to serve in this capacity. The Privacy Officer has the authority to appoint a Privacy Director to carry out the compliance procedures. The Privacy Officer has appointed Michael Sanders, Accounting/HR, to serve in this capacity.

The Privacy Director, with Privacy Officer oversight, is responsible for overall implementation and maintenance of the compliance procedures including self-assessment procedures for periodically conducting random reviews of compliance of the relevant privacy practices to verify adherence to Pharmatech's Privacy Policy. Any employee that Pharmatech determines is in violation of this Privacy Policy will be subject to disciplinary action up to and including termination of employment.

**DISPUTE RESOLUTION:** Any questions or concerns regarding the use or disclosure of personal information should be directed to the Pharmatech Privacy Director listed below. Pharmatech will investigate and attempt to resolve complaints and disputes regarding use and disclosure of personal information in accordance with the principles contained in this Policy.



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**CONTACT INFORMATION:** Questions or comments regarding this Policy should be submitted to the Privacy Director:

Michael Sanders

Pharmatech, Inc.

789 Sherman Street, Suite 310

Denver, CO 80203

[HR@pharmatech.com](mailto:HR@pharmatech.com)

**RESERVATIONS OF RIGHTS:** Pharmatech reserves the right to share an individual's information as required by law or to duly authorized information requests of government authorities.

**CHANGES TO THIS PRIVACY POLICY:** This Policy may be amended from time to time as required without notice.

**PRIVACY POLICY FOR WEBSITE:** In addition to this Privacy Policy Statement, the Pharmatech Privacy Policy for Website is available at [pharmatech.com/privacy-policy](http://pharmatech.com/privacy-policy).

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