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|  | Section: IT | Number: 042 |
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| Last Review Date: November 20, 2009, December 09, 2010, December 9, 2011, December 21, 2012, December 30, 2013, January 29, 2015 | Page <u>1</u> of <u>4</u> | Original Date of Issue: August 13, 2008 |
| Department: Information Technology | Revision Dates: January 28, 2015 | |
| Prepared by: Information Technology Department | | |
| | Subject: Website policy | |
| Approval Signatures: Isadore King, President & C.E.O. Integrated Care Alliance | | |

I. PURPOSE:

This privacy policy discloses the information privacy practices for the Integrated Care Alliance, LLC website you are currently visiting.

II. POLICY:

Integrated Care Alliance (ICA) is committed to protecting your privacy. We do not sell, trade, or give away your personal information to anyone.

III. DEFINITIONS:

Information that can identify you as a specific individual, such as your name, phone number, email address, Social Security number, or credit card number is referred to as "personal information." Personal information also includes any information involving your financial circumstances, health, or medical history.

“Cookies” are small files that are stored by your web browser to help a particular system recognize you and the pages you visited in a website. ICA website uses cookies to store your account information between sessions and to maintain information regarding how you navigate our website. ICA does not collect any personal information from cookies. Most browsers automatically accept cookies, but you can set your browser to refuse cookies.


IV. PROCEDURES:

A. ICA collects personal information in the normal course of business in order to process your requests.

Disclaimer

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1. ICA begins collecting personal information after your account is created.
 2. ICA may use your personal information to get in touch with you when necessary to process your requests. For example, emails will be sent to you to inform you of the status of your request, and to seek any additional information that may be required.
 3. ICA may contact you to survey your satisfaction of our service and/or to inform you of additional products and services offered by us.
- B. ICA gathers anonymous information about you for internal purposes, and will not share this anonymous information with third parties.
1. Anonymous information is any information that does not personally identify you, including aggregate demographic information such as the number of visitors to this website from a particular location.
 2. ICA may use Cookies to gather anonymous information.
- C. ICA does not sell, trade, or give away personal information to anyone.
- D. ICA does not disclose or otherwise share personal information with third parties, except under the following conditions.
1. ICA may disclose or report personal information when it is believed, in good faith, that the disclosure is required or permitted

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- under law, for example, to cooperate with regulators or law enforcement authorities or to resolve consumer disputes.
2. ICA may disclose personal information to other companies that help process or service your request, or correspond with you. Such companies are not allowed to use your personal information for their own purposes and are contractually obligated to maintain strict confidentiality.
- E. If ICA makes any material changes to its information privacy practices that does not affect personal information already stored in its database, ICA will post a prominent notice in the privacy portion of this website notifying users of the change.
 - F. ICA will provide notice of any changes in its information privacy practices. If ICA intends to use your personal information in a manner different from that stated at the time of collection, you will be notified via email. You will then have a choice as to whether or not ICA may use your personal information in this different manner.
 - G. ICA may contact you to survey your satisfaction of its service or to inform you of additional products and services.
 - H. ICA continues to evaluate its efforts to protect your personal information and make every effort to keep your personal information accurate and up to date. If you want to correct or update your contact information, or have any questions about this privacy policy, you may contact ICA by email at

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btetteh@icarealliance.org or by mail at Integrated Care Alliance, 3031 W. Grand Blvd, Suite 555, Detroit, MI 48202.

- I. This privacy policy applies to this website, and may not apply to other websites that are owned or operated by ICA.

- J. This website contains links to other websites. Please note that when you click on one of these links you are "moving" to another website. ICA is not responsible for the information privacy practices or the content of these other websites. We encourage you to read the privacy policies of these linked websites as their information privacy practices may differ.

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