

## Privacy Policy

### Introduction

We respect your right to privacy and feel it is important for you to know how we handle the information we receive from you via the Internet.

This website has been developed to provide you with a convenient and secure online portal to access your member information. This privacy statement applies solely to information on this website, and it has been written to give you a clear understanding of our collection and use of data.

By using this website you are accepting our Privacy Policy. If this policy or the terms of use are not acceptable to you, please do not use this website.

### Information Collected

National Employee Benefits Administrators, (**NEBA**) may collect public and non-public personal information about you or your dependents from any of the following sources:

- From information you provide on this website (for example, name, address, phone number, date of birth, and email address)
- Offline interactions between **NEBA** and you or your organization (for example, discussions with our customer service staff or written communications)
- Interactions between **NEBA** and third parties we work with to provide services to you.

### Use of Information Collected

**NEBA** takes great care to protect your personal information. When we use it, we do so with respect for your privacy. We may use personal information about you to service and maintain your account, process transactions in your account, respond to inquiries from you, deliver products and services or to fulfill legal and regulatory requirements.

**NEBA** is the sole owner of the information on this website. We will not sell, share or rent any information on the website to third parties in any way, unless:

- It is stated on the web page at the point of collecting information from you, or
- It is required by law.

## Cookies

Cookies are small files that a site transfers to either your computer's memory or hard drive through your Web browser which enable the website to recognize your browser and capture and remember certain information. It is important to stress that cookies do not damage your computer, since they cannot look into your computer and find out information about you or read any personal material kept on your hard-drive.

Cookies are used to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. Google Analytics is used to assist with the analysis of this data. Details on how Google uses this data can be located at [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/).

There are two types of cookies - 'session' and 'persistent' cookies. Session cookies are stored in your computer's memory and disappear after you close your browser, whereas persistent cookies are stored for a length of time on your hard disk after which they "expire" automatically. This website utilizes only session cookies. Persistent cookies are not used.

Most browsers will allow you to refuse cookies on your machine but unfortunately, you will not be able to use any interactive pages on our site which require cookies if you do this.

## Disclosure of Information to Outside Parties

**NEBA** does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. There are instances, however, in which **NEBA** may disclose your personal information to its agents, third-party partners, affiliates, and subsidiaries to enable them to perform functions on our behalf. These companies are obligated to maintain the confidentiality of your personal information and are only permitted to share, store and/or use such information for contracted business purposes.

We may also release your information when we believe release is appropriate to comply with the law or legal process, enforce our site policies, or protect our operation or other users. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

## Retention of Personal Information

**NEBA** will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

## Security

**NEBA** is committed to protecting the Personal Information you share with us. When we transfer sensitive personal data over the Internet, we protect it using Secure Sockets Layer (SSL) encryption technology. For additional information on our security practices refer to the Security Policy.

No method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. Only authorized persons are permitted to access your personal information, who must abide by security, privacy and confidentiality agreements.

## Consent

By using this website, you are consenting to the Privacy Policy of **NEBA**.

## Notification of Changes

If **NEBA** decides to change our Privacy Policy, we will post those changes on this page, and/or update the Privacy Policy modification date below.

This policy was last modified on **12/22/2015**

## Contact Us

If there are any questions regarding this Privacy Policy, you may contact us using the information below or by clicking [Contact Form](#).

[www.nebainc.com](http://www.nebainc.com)

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