



Privacy Policy

DocuRep, LLC (“DocuRep”) is an online service that (1) allows DocuRep vendor members to be credentialed for purposes of providing them with access to healthcare providers and facilities which may wish to purchase products and services from such vendors and the company for which they work, and (2) allows DocuRep registered healthcare providers and facility members to screen and track vendor members who access their facilities for purposes of making sales of products and services. To this end, DocuRep healthcare provider and facility members can view profiles of the vendor members. To enable all of DocuRep members to reap the benefits of credentialing, we request and display some personal information of DocuRep vendor members to DocuRep healthcare provider and facility members, which information allows our healthcare provider and facility members to identify the vendor members and make informed decisions regarding these vendor members. DocuRep vendor members can change the portion of their profile information they have supplied at any time; and, thus, they can control how other members and DocuRep communicate with them. DocuRep cares deeply about all members’ online privacy. If you have any questions concerning this privacy policy, please email us at support@docurep.com

Information Collection and Use by DocuRep

DocuRep collects information submitted by vendor members, such as name, email address, phone number, and the identity of their employers, to authenticate vendor members and to send them notifications relating to the services provided by DocuRep. DocuRep also collects other profile data, including, but not limited to, job title, professional qualifications, vaccination records, product offering, and customer comments, in order to allow healthcare provider and facility members to make informed decisions about vendor members.

DocuRep logs non-personally-identifiable information, including, but not limited to, IP address, profile information, aggregate user data and browser type, from members, other users and visitors to the DocuRep website: www.docurep.com (“Web Site”) and <https://app2.docurep.com>. This data is used to manage the Website, track usage and improve website services. This non-personally-identifiable information may be shared with third-parties to provide more relevant services to members. User IP addresses are recorded for security and monitoring purposes.

User profile information, including, without limitation, the pictures and names of vendor members, is displayed in order to facilitate interaction between vendor members and healthcare provider and facility members on the Website. Email addresses are used for the purpose of sending notifications relating to the credentialing services provided by DocuRep. With the exception of allowing healthcare provider and facility members to review vendor members profiles, and unless a vendor member otherwise consents to having his or her email address shared or displayed, a vendor member’s email address will not be shared or displayed to others. Healthcare providers and facility members may communicate with vendor members on the Website through DocuRep’s online messaging service, but may also use the email address provided by the vendor member. To facilitate searching for and reviewing the profile of vendor members on the Website, DocuRep allows healthcare provider and facility members to search for vendor members using first and last name, email

address, and the companies for which the vendor members work. DocuRep also may use a vendor member's email address to send updates, a newsletter or other news relating to the services provided by DocuRep.

You hereby acknowledge and agree that your business contact information, as well as information regarding the products or services offered by your company may be accessed through DocuRep by our healthcare provider customers. Furthermore, with information you provide, including but not limited to, full name and city and state of residence, DocuRep will, as part of the credentialing system, check certain lists to ensure that you are not excluded from participation in any federal healthcare program. These lists may include, but are not limited to the Office of the Inspector General's List of Excluded Individuals and Entities (LEIE), Office of Foreign Asset Control's (OFAC) Specially Designated Nationals List, General Services Administration's Excluded Parties List System (GSA), State Medicaid Exclusion lists, and State and National Sex Offender Registry lists. This information is used solely for compliance and risk mitigation purposes and will only be visible to customers in the DocuRep network. This information will not be used for employment purposes or for any other purpose deemed to be a permissible purpose under the Fair Credit Reporting Act ("FCRA").

Use of Cookies

DocuRep uses cookies to store the preferences and record the session information of visitors to the Website for purposes of promoting a better user experience. We want our website to be informative, personal, and as user friendly as possible and cookies help us to achieve that goal.. We do not link the information we store in cookies to any personally identifiable information you submit while on our site. You may be able to configure your browser to accept or reject all or some cookies, or notify you when a cookie is set. However, you must enable cookies from DocuRep in order to use most functions on the Website.

LINKS. The Web Site may contain links to other sites. DocuRep is not responsible for the privacy policies and/or practices on such other sites. When linking to another site, a user should read the privacy policy stated on that site. DocuRep's Privacy Policy only governs information collected on the Website. Please be aware that, whenever you voluntarily post public information to your profile or to the profile of others, that information can be accessed by healthcare provider and facility members.

Correcting, Updating or Removing Information

Vendor members may modify or remove any of their personal information at any time by logging into their account and accessing features such as Edit Profile , Account Information, or Manage My Account. However, changing certain personal information, such as your employer or company affiliation, may affect the status of certain credential requirements, such as proof of insurance liability, background checks, drug screen, and product and service competency.

EMAIL CHOICE; OPT-OUT. Vendor members who no longer wish to receive emails containing commercial content may choose to opt-out by sending us an email. Please send that email to support@docurep.com. Please put in the subject line of any such email: "Do not send me any further commercial related emails." All commercial related emails and other DocuRep communications will include the foregoing instructions for opting-out of those communications.

However, all Vendor members who maintain an ongoing relationship with, and continue to use, DocuRep's credentialing service will continue to receive transactional email notifications pertaining to that relationship and those services, including, but not limited to expiring credentials, new or updated credential requirements, new or updated policies, subscription related notices, and notices of new facilities requiring vendors to register and submit credentials through DocuRep.

Security

DocuRep member accounts are secured by member-created passwords. DocuRep takes precautions such that member account information is kept private. DocuRep uses reasonable measures to protect member information that is stored within our database. DocuRep restricts access to member information to those of its employees and contractors who need access to perform their job functions, such as DocuRep's customer service personnel and technical staff. Please note that DocuRep cannot guarantee the security of member account information. Unauthorized entry or use, hardware or software failure, and other factors may compromise the security of member information at any time. For additional information about the security measures that DocuRep uses, please contact DocuRep at support@docurep.com

Sharing and Disclosure of Information DocuRep Collects

Except as otherwise described in this privacy statement, DocuRep will not disclose personal information to any third party unless we believe that disclosure is necessary: (1) to conform to legal requirements or to respond to a subpoena, search warrant or other legal process received by DocuRep, whether or not a response is required by applicable law; (2) to enforce the DocuRep's terms of use or to otherwise protect DocuRep's rights; or (3) to protect the safety of members of the public and users of the services provided by DocuRep. If DocuRep believes it is necessary to disclose an individual's personal information, DocuRep will notify that individual of its intent to disclose the information when feasible. Notification will be made using information the individual provided to DocuRep. DocuRep reserves the right to transfer personal information to a successor in interest that acquires rights to that information as a result of the sale of DocuRep or substantially all of its assets to that successor in interest. DocuRep will notify individuals who provided personal information to DocuRep of any acquisition. See the "Changes in Our Privacy Policy" section below for more information.

Changes in our Privacy Policy

From time to time, DocuRep may make changes to its Privacy Policy. If DocuRep makes changes, it will post them on its website to make users aware of what the changes are so users can always be aware of what information DocuRep collects, how DocuRep uses it, and when DocuRep may disclose it. A user is bound by any changes to the Privacy Policy when the user accesses or uses the Website after those changes have been posted. If, however, DocuRep is going to use a user's personally identifiable information in a manner materially different from that which is stated at the time of collection, DocuRep will post notice of such change on the Website for a period of fifteen (15) days.

Contacting the Web Site

If you have any questions about this privacy statement, the practices of this web site, or your dealings with this web site, please contact DocuRep at support@docurep.com.