

NOTICE OF PRIVACY POLICY

At Ming Senior Services, we respect and consider your privacy. This notice of our Privacy Policy applies to all personal information collected by our company, in office and through our website (www.mingsenior.com). This Privacy Policy notifies you of the following:

1. What personally identifiable information you may expect us to collect from you, how it is used, and with whom we may share it with.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect your information from unethical, fraudulent use.

Collection, Use, and Sharing of Information

Ming Senior Services takes ownership of the information collected from you. Only our employees will have access to information you voluntarily give us, either in direct contact with you or through our website. We will not sell your information to anyone.

We will use the voluntarily collected information to assist and respond to you as you request. We will not share your information with any third party outside of our company, other than as necessary to fulfill your request, e.g. enrollment, claim assistance, etc.

In the future, we may contact you via email, text, or postal mail to inform you of new products or services, changes to your current plan, or changes to this Privacy Policy.

Access and Control of Information

You may request any of the following at any time:

- Inquire about your data we have on file, if any.
- Update or correct any data we have for you, such as address, phone number, etc.
- Discuss concerns you have about our use of your data.

You may contact us by phone, email, or in our office to opt out of future contacts from us.

Security

We are committed to keeping your privacy secure; therefore, we take precautions to protect your information and identity. When you submit sensitive information to us, your information is protected both online and offline. Equipment holding your personal information, i.e. computers, server, is guarded with double locked doors. The data entered in our agency management system is password protected and only viewable by employees of Ming Senior Services. Data is used by employees to assist clients with claim issues, enrollment, etc. To confirm your identity, we will ask for your name and date of birth. Information will not be released to any third party, including but not limited to physicians and family members, unless permission is obtained from you either verbally or in writing. In addition to protecting your information within the office setting, Advanced Email Security offers additional protection, and employees are required to encrypt sensitive information transmitted via email to outside domains. If you feel we are not abiding by this Privacy Policy, you should contact us immediately at 636.583.1509 option 1 or toll free at 1.877.646.4736 or via email at info@mingsenior.com.