

GBF Privacy Policy Statement

GBF, Inc. is committed to protecting the privacy of personal and health information under all domestic and international law.

This privacy policy sets out how GBF uses and protects any information given to GBF directly or as an order processor. In instances where personal information by which you can be identified is received by GBF, be assured that it will only be used in accordance with this privacy statement.

GBF Inc. is the sole recipient of information collected by GBF. We will not sell, share or rent this information to others in ways different from what is disclosed in this statement. This site is linked from and contains links to other sites: **GBF Inc.** is not responsible for the privacy practices or the content of such websites.

Possible Information Collected:

- Name and degree type
- Contact information, possibly including email address
- Business information related to establishing an account with GBF
- Interactions with our website such as IP address, pages visited, etc.

Information NOT Collected:

If an individual, claiming to represent GBF, Inc. requests personal information covered by PHI or GPDR, contact a GBF representative immediately at the above address or phone. The following information is not collected by GBF:

- eMails for use in non-shipping related communications
- Communication preferences related to non-delivery communications (newsletters, special offers, promotions, etc.)
- Data related to race, genome, sexuality, medical history, or demography, etc.

How Information is Used:

We require a minimum quantity of information to provide customers with an outstanding experience, and in particular for the following reasons:

- Internal record keeping
- Product delivery
- To improve our products and services.
- Optimize our website and applications associated with our services.

Personal Information Requests

You may request details of personal information under the Data Protection Act 1998. A small fee will be payable upon request. If you would like a copy of personal information on record, send proof of identity and contact information to:

GBF, Inc.
Attn: Senior Quality Manager
2427 Penny Road
High Point, NC 27265

United States
1+336-665-0205

If you believe that any personal information is incorrect or incomplete, please identify the incorrect and corrected information to the above address. We will promptly correct any information found to be incorrect.

GDPR Compliance

In accordance with the European Union's General Data Protection Regulation (GDPR), GBF Inc. will comply with all requests for personal information from EU citizens, effective May 25, 2018. Please note that exceptions and limitations as a data processor do apply under the rules of GDPR.

For more information or to make a request, please contact our [Senior Quality Manager](#).

Security

GBF is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information received.

When sensitive information is received, it is protected both online and off-line. Any location where patient or customer information is displayed is secured by encryption-protected passwords, and transmission of sensitive information is protected using SSL encryption.

Your personal information is also restricted in our workplace. Only **GBF Inc.** employees who need the information to perform a specific task have access to personally identifiable information. Our employees are trained on our security and privacy practices, and our servers that contain personally identifiable information are kept in a secure environment.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. The cookie(s) used by GBF are key / hash information used to validate login attempts and ensure the validity of the computer connection. No personal or tracking information is collected.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. *Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.* Please note: this may prevent you from taking full advantage of the GBF system.

Links to Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Notification of Changes

GBF Inc. will change and update this policy whenever needed, so please check the policy often. We will identify that the policy has changed by changing the effective date at the bottom of this page. If at any point **GBF Inc.** decides to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users via an email. Users will have a choice as to whether or not we use their information in a different manner.

GBF Notice of Privacy Practices

I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

II. GBF is legally required to safeguard your protected health information (PHI).

PHI includes information that can be used to identify you that GBF has received about your past, present, or future health or condition, the provision of healthcare to you, or the payment of this healthcare. We recognize the importance of PHI and take all steps appropriate and necessary to maintain the privacy of your PHI.

GBF is required by law to maintain the privacy of PHI and provide you with notice of our legal duties and privacy practices with respect to PHI. This document describes how GBF uses and discloses your PHI.

GBF reserves the right to change the terms of this notice and our privacy policies at any time, which will apply to the PHI we already have. Before any changes are made to our policies, we will promptly change this notice. You may print this for your records or request a copy of this notice from the contact person in section V.

III. How we may use and disclose your PHI.

It is our policy to use or disclose PHI only as permitted by law as follows:

- To carry out treatment. (Example: test results made available to the authorizing healthcare provider)
- To obtain payment for treatment. (Example: Filing insurance, billing for services)
- For shipping operations. Internal operations may require your PHI to be viewed by trained GBF personnel in compliance with laws and regulations.

Use or Disclosure In Accordance With an Authorization

GBF may use and disclose your PHI for purposes other than treatment, payment, or health care operations only with your written authorization which you may revoke at any time. The following section details specific uses and disclosures where consent or authorization is unnecessary:

Use or Disclosure Where Consent or Authorization is Unnecessary

GBF may use or disclose your health information; to the extent you have been notified in advance and had the opportunity to object in whole or in part, under the following circumstances:

- In an emergency where the opportunity to object is not practical due to emergency circumstances or your incapacity; consent may be obtained retroactively.
- To an entity authorized to assist in disaster relief efforts.
- As required by federal, state, or local law.
- To a public health authority to carry out public health activities.
- To a government authority, under certain circumstances, in the event we reasonably believe you are a victim of abuse, neglect, or domestic violence.
- To a health oversight agency to conduct health oversight activities such as audits, civil, administrative or criminal investigations, inspections, licensure or disciplinary actions.
- To carry out judicial or administrative proceedings.
- To a medical examiner to identify a decedent or determine cause of death.
- To comply with worker's compensation laws.

IV. What Rights You Have Regarding Your PHI

GBF is committed to protecting your individual rights as they relate to your PHI.

- You have the right to authorize uses and disclosures of your PHI and can request restrictions on future uses and disclosures of your PHI. We reserve the right to refuse to grant specific restrictions but, if we agree, will be

bound by such restrictions. You may not limit the uses and disclosures that we are legally required or allowed to make.

- You have the right to receive communications in an alternative manner or at an alternative location (i.e. an alternative address or communications sent electronically.)
- You have the right to access, inspect, and obtain copies of your own PHI unless otherwise prohibited by law.
- You have the right to request access to your laboratory results. You may do this by contacting original order provider Customer Service.
- You have the right to request that your PHI be amended.
- You have the right to receive an accounting of all disclosures made in accordance with an authorization.
- You have the right to request or print a copy of this Notice of Privacy Practices.

V. Complaints Regarding GBF Privacy Practices

If you believe we may have violated your privacy rights, you may file a complaint with our Compliance Officer or a Quality Manager at GBF. Please contact:

Pablo Ameijenda, Quality Manager

2427 Penny Road
High Point, NC 27265
1+336-665-0205

George Witter, Compliance Officer

2427 Penny Road
High Point, NC 27265
1+336-665-0205

For further action, you may contact The U.S. Department of Health and Human Services. GBF will take no retaliatory action against you if you file a complaint about our privacy practices.

VI. Effective Date of Original Notice: August 24, 2007

Updated: July 7, 2011

Updated: May 25, 2018