Alyfe Employee Wellbeing Portal: Privacy Policy

Our commitment to privacy

Rite Bite Inc., DBA Alyfe Wellbeing Strategies (Alyfe), is committed to maintaining the privacy of those who use our Employee Wellbeing Web site. This Web Site Privacy Policy is designed to assist you in understanding how we collect and use the personal information you provide to us and to assist you in making informed decisions when using our Web site.

We want you to feel safe and comfortable when you use our Web site, and we are dedicated to developing and upholding high standards for protecting your privacy and securing your personal information. You should read and familiarize yourself with this Policy and with our Terms of Use Agreement (the "Agreement"). When you use our Web site, you agree to abide by the Agreement.

Information we collect

The Alyfe Wellbeing Portal is meant to provide a health and wellness solution & also provides you the ability to securely communicate with the wellness team at Alyfe.

When you visit our Web site, you may provide us with two types of information: (1) personal information you knowingly choose to disclose; 2) Web site use information.

Personal information is any information you've provided us voluntarily (or have authorized your employer to provide Alyfe) through our Web site that uniquely identifies you, such as name, health plan ID number, employee ID number, date of birth, telephone number, address, or e-mail address, to name a few.

Health management programs (i.e.: coaching) may view, access or contribute health related information to your account if you grant them permission to do so. Devices such as scales, glucometer, wearable devices (such as Fitbit & mobile aps) may contribute data to your account directly or through a manufacturer's website if you grant permission to do so.

If Alyfe needs additional information to provide you with customized content, programs, activities or services (a Program) or to inform you of relevant health resources you will be asked for that information again. Alyfe uses that information to:

- Verify that only authorized users are accessing the respective program
- Enables Alyfe to provide the personalized service you have elected & provide the specific program that you have elected.
- Provide the specific program you have selected.

When you enter information in the Alyfe Wellbeing portal that information is stored and can be accessed by the Alyfe wellness team.

The results of your Personal Health Assessment (PHA) will help you to identify health risks associated with your behavior, and potential ways you can counteract these risks. This Assessment is not meant to take the place of a physician nor can it diagnose medical problems. It is designed to help you identify potential risks and create a plan to make healthy lifestyle changes.

The PHA has been created for educational purposes only and should not be used as a substitute for professional medical advice, diagnosis, treatment, or care. Since health varies from person to person, not all recommendations and guidelines cited in this study will be appropriate for every individual. We recommend you take any results from this survey and discuss them with your medical professional.

Web site use information is information that is gathered automatically by Alyfe to track Website activity, including the number of users and the pages visited. Web site use information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, and date/time stamp. Web site use information does not identify individual users.
How Information is Collected & Used:

Alyfe collects information from you in 3 ways:

1. From web server logs
2. With cookies and web analytics tools and
3. From you directly

(a) **IP Addresses, (Web Server Log Information)**. An IP address is a number automatically assigned to your computer whenever you access the Internet. All computer identification on the Internet is conducted with IP addresses, which allow computers and servers to recognize and communicate with each other. Alyfe Wellbeing Portal collects IP addresses in order to conduct system administration, report Aggregate Information (as defined below) to affiliates or partners, and to conduct web site analysis. Alyfe Wellbeing Portal will also use IP addresses to identify any users who refuse to comply with the Terms of Use agreement, and to identify users who threaten the Alyfe Wellbeing Portal service, web site, users, clients or others.

(b) **Cookies and Web Analytics Tools, Alyfe Wellbeing Portal** places a text file called a ‘cookie’ in the browser files of your computer. Cookies are pieces of information that a website transfers to an individual's hard disk for record-keeping purposes. Alyfe Wellbeing Portal uses cookies during your online session, secures your information, and improve performance of Alyfe Wellbeing Portal. These cookies do not contain any personal information. To access the secure services on our Web site, “cookies” must be enabled. Cookies are pieces of information stored on a user’s computer which allow us to recognize repeat users, track usage patterns and better serve you when you return to our site. Cookies are not used on non-secure portions of the Website. You may disable cookies in your browser but doing so will restrict your access to only public pages and you will no longer be able to access Alyfe Wellbeing Portal. In addition to cookies, some web analytics tools used by Alyfe Wellbeing Portal place a single-pixel GIF file on a computer as a tracking indicator.

(c) **Registration (User-Supplied Information)**. Alyfe Wellbeing Strategies Employee Portal registration systems may require you to give us your contact information (such as your name and e-mail address) and demographic information (such as a ZIP code, organization and/or role). Your contact information is used to contact you when necessary. We may use Alyfe Wellbeing Employee Portal to communicate with you about our services.

(d) **Services (User-Supplied Information)**. We may use your account and e-mail address to communicate with you about our services. If you sign up for a new service, we may collect personal information such as contact information (e.g. name, address, telephone number and alternate e-mail address), demographic information (e.g. zip code, organization and/or role), billing information (e.g. credit or debit card numbers), or sensitive information (e.g. healthcare information).

How we use information

How Information is Shared and Disclosed

We do not rent, sell or share personal information about you with other people or nonaffiliated companies, except when we have your permission, or under the following circumstances:

(a) **Disclosures to Third Parties Assisting In Our Operations**. We may provide your personal information to affiliates, subsidiaries and trusted partners who work on behalf of or with us under confidentiality agreements. These companies may use your personal information to assist us in our operations. However, these companies do not have any independent right to share this information. Alyfe shall ask them to agree not to sell, exchange, transfer, share or otherwise disclose your personal information, whether identifiable or de-identified, without your prior written authorization.

(b) **Aggregate Information**. We may provide information about you that does not allow you to be identified or contacted (“Aggregate Information”) to third parties, such as usage information and trends. When Aggregate Information is provided, it is pooled with many individual records and stripped of any data that could be used to identify you before it is used. This is done in accordance with the applicable laws. If your membership is sponsored by your employer or another third party, we may share information with that party in de-identified, aggregate form only. For example, we may report...
to your employer the number of its employees using the web site or the frequency of their collective use. This information may identify you personally as someone who participated in the wellness program activity to earn the incentive, but no health information will be revealed. If you opt-in during registration, your identity may be revealed to your employer to receive rewards and incentives for promotions and challenges.

(c) Disclosures Under Special Circumstances. We may provide information about you to respond to subpoenas, court orders or legal process, or to establish or exercise our legal rights or defend against legal claims. We believe it is necessary to share information in order to investigate, prevent or take legal action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of the Terms of Use, or as otherwise required by law.

See the ADA and GINA Notice/Authorization for more information

Questions about your personal information

If you have questions about your personal information maintained by Alyfe, please contact us at the telephone number listed below.

Our commitment to security

The security of your personal information is important to Alyfe. To prevent unauthorized access, maintain data security, and ensure the correct use of information, Alyfe has adopted stringent security standards. These standards include physical, electronic, and procedural safeguards to protect and secure the information that we collect from you. While we follow generally accepted industry standards to protect the personal information submitted to us, no method of transmission over the Internet is 100% secure. We, therefore, cannot guarantee absolute security. If you wish, you may contact us, instead, at the telephone number listed below.

Links to other web sites

This Web site contains links to other Web sites that are not owned or controlled by Alyfe. Please be aware that Alyfe is not responsible for the privacy practices, content or accuracy of such other Web sites. Alyfe encourages you to be aware when you leave our Web site and to read the privacy policies of every Web site that collects your personal information.

E-mail

If you identify yourself to us by sending us e-mail with questions or comments, we may use your personal information to respond to your questions or comments. We may file your comments for future reference, or we may discard the information after we have reviewed it. Any ideas, comments or materials you submit will be treated as non-confidential and shall become the property of Alyfe, and by submitting such ideas, comments or materials you automatically and irrevocably assign to Alyfe any and all rights whether now known or arising in the future to such ideas, comments or materials and Alyfe shall exclusively own all such rights, with no obligation to you of any sort. This provision is necessary to avoid future misunderstandings in the event that projects developed by our staff might seem to others to be similar to their own creative work.

If you give us your e-mail address via this Web site or via any other method, we may send you unsolicited e-mail with information about Alyfe’s health or wellness or other topics of interest to our members. If you provide us your work e-mail account or any account provided by your employer, your employer may have access to any e-mails sent to or from that address in accordance with your employer’s right to monitor employee e-mail. If you request to be removed from our e-mail list, we will honor your request. We will never sell your e-mail address or provide it to anyone else except as described in this Internet Privacy Practices or as set forth in the ADA and GINA Notice/Authorization.

Changing your e-mail preferences

Alyfe may send you communications, including e-mail communications, regarding products, services, promotions, changes to the site, or other information. You always have the opportunity to choose not to receive such communications:
• By following unsubscribe directions stated in the footer of e-mail communications.

Your responsibility

Although we will protect your privacy on the Web site as described in this Policy, you should keep in mind that if you give others access to your computer, your password, or disclose personal information online, it is possible that despite our efforts information may be accessible by others. You can help guard against this by never disclosing your password, giving anyone else access to your personal computer or smart devices, and by ensuring that information you disclose online is transmitted securely.

Changes to our web site privacy policy

Alyfe reserves the right to change this Web Site Privacy Policy at any time without advance notice to our users. Modifications to the Policy shall be effective when they are posted on this Web site, in which case posting shall constitute notice to you. Your continued use of the Web site following the posting of any such modifications on the Site constitutes your acceptance and agreement to be bound by such modifications. We encourage you to check the Web site regularly to see if we have made any modifications to this Policy.

Contact us

If you have questions regarding our Web site’s Privacy Policy or other general questions please contact us 1-866-668-7438 or email: privacyofficer@Alyewellbeing.com.