



ShareVault HIPAA Statement

If you are a Covered Entity that is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), ShareVault understands the importance of the confidentiality, privacy, and security of an individual's Protected Health Information (PHI) and supports its customers in being HIPAA compliant.

HIPAA requires that Covered Entities (those subject to the HIPAA regulations) identify other businesses they disclose PHI to. These other businesses are known as Business Associates and are people or organizations that are contracted to perform functions for Covered Entities. HIPAA allows Covered Entities to disclose PHI to Business Associates if the Business Associate assures that it will use the information only for the purposes for which it was engaged by the Covered Entity, will safeguard the information from misuse, and will help the Covered Entity comply with some of the Covered Entity's duties under HIPAA. Covered Entities are required to enter into a Business Associate Agreement with Business Associates that include the aforementioned assurances.

ShareVault can be contracted as a Business Associate by its customers who are Covered Entities. As such, we will enter into a Business Associate Agreement with you upon your signing of our Master Subscription Agreement for the ShareVault secure document sharing service, in which ShareVault agrees as follows:

- ShareVault will not use or disclose PHI other than as permitted or required by the Business Associate Agreement or as required by law.
- ShareVault will use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Business Associate Agreement.
- ShareVault will mitigate, to the extent practicable, any harmful effect that is known to ShareVault of a use or disclosure of PHI by ShareVault in violation of the requirements of the Business Associate Agreement.
- ShareVault will report to you any use or disclosure of the PHI not provided for by the Business Associate Agreement of which it becomes aware.
- ShareVault will ensure that any agent, including a subcontractor, to whom it provides PHI received from you, agrees to the same restrictions and conditions that apply through the Business Associate Agreement with respect to such information.
- ShareVault will make internal practices, books, and records, including policies and procedures, relating to the use and disclosure of PHI received from you available to the Secretary of Health and Human Services for purposes of determining your compliance with HIPAA.