

# DR Administrative Services, Inc.

## PRIVACY DISCLOSURE DOCUMENT

Your privacy matters to us. We pledge to protect your privacy and earn your trust. We respect your right to keep your personal information private. **Please read this to learn how we will handle your personal information.**

We collect data about people to service and process dental claims for self-funded Direct Reimbursement dental plans. Some of this is called “**Nonpublic Personal Information.**” This generally means data you provide to us, is obtained by us; or that results you’re your transactions with us. It does not include data available to the public. During the regular course of business, we may collect nonpublic personal information from sources such as:

- Information reported by you on applications or other forms you provide to us.
- Information about your transactions with us, our affiliates, or others.
- Information we may receive from dental providers and/or dental offices.

At DR Administrative Services, Inc. we share nonpublic information solely for the purpose of servicing our client accounts and processing their dental claims, we do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required by law.

### **Information Safeguarding**

DR Administrative Services, Inc. will internally safeguard your nonpublic personal information by restricting access to only those employees who provide products or services to you or those who need access to your information to service your account.

In addition, we will maintain physical, electronic and procedural safeguards that meet federal and/or state standards to guard your nonpublic personal information.

### **Contact Information**

Should you have any questions regarding our policy or should you need to reach the management at our firm at any time, please feel free to write our Compliance Department at 88 Sunnyside Blvd., Suite 203, Plainview, NY 11803 or call 888 791-3737 or you may email us at [info@dradmin.com](mailto:info@dradmin.com).