HR Portal Privacy Statement
(Last updated: November 1, 2017)

We are committed to protecting your privacy. This privacy statement explains data collection and use practices applicable to the HR portal hosted by Willis Towers Watson. By accessing the HR portal, you are consenting to the information collection and use practices described in this privacy statement.

Collecting Your Personal Information

We will ask you when we need information that personally identifies you or allows us to contact you.

The HR portal may collect certain information about your visit, such as the name of the internet service provider and the Internet Protocol (IP) address through which you access the internet; the date and time you access the portal; the pages that you access while on the portal, and the internet address of the website from which you linked directly to the HR portal. This information is used for the operation and improvement of the HR portal.

The HR portal does not directly collect any other information from you; however, the Benefits Enrollment tool, collects certain information from caregivers about themselves and their dependents. This information is used by the HR portal and may include name, gender, address, country, employment status, department, email, office location, job title, benefit elections, social security number or other unique identifier.

Use of Your Personal Information

The personal information collected on the HR portal and via the Benefits Enrollment tool will be used to operate the HR portal and to provide the service(s) or carry out the transaction(s) you have requested or authorized.

We may use personal information to allow a single sign-on experience to help you navigate through benefits-related websites, to provide you with more effective customer service, to improve the HR portal and to make the HR portal easier to use by eliminating the need for you to repeatedly enter the same information or to customize the HR portal to your particular preference or interests. All information collected by the HR portal also may be used by the benefit plan(s) for benefit plan enrollment and any other appropriate business purpose. With respect to personal information collected or maintained by the benefit plan, Providence St. Joseph Health and the respective benefit plan(s) will comply with the terms of the benefit plans’ Notice of Privacy Practices (available in the HR portal under Resources > Notices).

Providence St. Joseph Health may share information collected on this HR portal and via the Benefits Enrollment tool with third parties that provide benefits and services to caregivers and their dependents. Examples include those companies that provide health insurance, prescription services, or health-related resources. The third parties will use this information for purposes including, but not limited to, allowing single sign-on to websites, providing you with benefits, customizing your user experience on their websites, and administering benefits programs you have requested. Certain benefit providers are acting as independent third parties and not on behalf of the benefit plans. If you choose to engage with these benefit providers or visit their sites, information they use will be subject to their own privacy statements as posted on their sites or otherwise provided to you.
We may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law or comply with legal process served on your employer or the HR portal; (b) protect and defend the rights or property of your employer; or (c) act in urgent circumstances to protect the personal safety of caregivers or agents.

Personal information collected on the HR portal or via the Benefits Enrollment tool shall be stored in the United States and may be processed in the United States or such other location used by Willis Towers Watson and approved in advance by the Plan Administrator. By using the HR portal, you consent to the processing of your information outside the United States.

Control of Your Personal Information

Except as otherwise described in this statement, personal information you provide on the HR portal and via the Benefits Enrollment tool will not be shared outside of employer and its controlled subsidiaries and affiliates without your permission.

Access to Your Personal Information

Some personal information utilized by the HR portal is collected from caregivers by Willis Towers Watson via the Benefits Enrollment tool. This information, along with your account information used to sign in to the HR portal, is stored at Willis Towers Watson.

If you would like to review personal information provided at the HR portal or via the Benefits Enrollment tool, please contact the Benefits Service Center at 888-687-3753 or 888-615-6481.

Security of Your Personal Information

We are committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer servers with limited access that are located in controlled facilities. Additionally, when we transmit sensitive personal information (such as a credit card number) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Use of Web Beacons

HR portal pages may contain electronic images known as web beacons — sometimes called single-pixel gifs — that may be used to assist in delivering cookies on our HR portal and allows us to count users who have visited those pages and to deliver co-branded services. We may include Web beacons in promotional e-mail messages or our newsletters in order to determine whether messages have been opened and acted upon.

We prohibit web beacons on our HR portals from being used by third parties to collect or access your personal information.

Changes to This Privacy Statement

We may occasionally update this privacy statement. When we do, we will also revise the "last updated" date at the top of the privacy statement. For material changes to this privacy statement, we will notify you either by placing a prominent notice on the home page of our website or by directly sending you a notification. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we
Contact Information

Providence St. Joseph Health welcomes your comments regarding this privacy statement. If you believe that Providence St. Joseph Health has not adhered to this privacy statement, please call the Integrity Line at 888.294.8455 or file a report online at https://secure.ethicspoint.com/domain/media/en/gui/39016/index.html.