

# Central Illinois Carpenters Health & Welfare Trust Fund

## Privacy Policy and Consent Agreement

This Privacy Policy and Consent Agreement discloses the electronic fringe benefit reporting procedures and privacy practices for [www.cichealth.org](http://www.cichealth.org), which is operated by the Fund Office for the Central Illinois Carpenters Health & Welfare Trust Fund and Central Illinois Carpenters Retirement Savings Fund (hereinafter referred to as "Fund"). This privacy policy applies solely to information collected by this website. To the extent there is any discrepancy between the Summary Plan Description, Plan Document, Trust Agreement and collective bargaining agreement ("governing documents") and the content of this Privacy Policy and Consent Agreement, the governing documents are controlling.

### **I-REMIT Online Fringe Benefit Reporting Procedure**

Fringe benefit reporting forms with accompanying payment of all contribution hours listed on the reporting forms are due on the 15<sup>th</sup> day of each month. Reporting forms and contribution hours not submitted in a timely manner will be subject to assessment of interest and liquidated damages pursuant to the current collections policy and procedures.

A separate fringe benefit reporting form and payment of all contribution hours listed on the reporting form must be completed and submitted for each monthly work reporting period. If reporting forms and payments are submitted for multiple monthly work reporting periods, you must submit a separate reporting form for each monthly period regardless of the number of employees/participants listed on the reporting forms. In the event no reportable work hours are performed in any given monthly reporting period, you must still submit a fringe benefit reporting form for the month stating "no work performed".

If you elect to remit payment for contribution hours via paper check instead of electronically through the I-REMIT system, the paper check must be made payable to "Central Illinois Carpenters Health & Welfare Trust Fund" and mailed to the Fund Office at:

200 South Madigan Drive  
Lincoln, Illinois 62656

If you have questions regarding how to report hours or fringe benefit contribution rates in a specific jurisdictional area, or need to correct previously remitted payments or reporting form information, please contact the Fund Office at (217) 732-1919.

### **Information Collection, Use, and Sharing**

The Funds are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily provide through the I-REMIT system. The Funds do not sell or rent the information you report through the I-REMIT system to anyone. The information collected on this site may, however, be used to administer and manage this site, communicate with you about this site, process requests for information, or otherwise complete a transaction or service authorized under this Privacy Policy and Consent Agreement or by you directly. In addition, information collected from this site may be shared with Fund service providers in conjunction with delinquency monitoring procedures such as the Fund payroll compliance auditor, Fund collection agents and Fund Legal Counsel, in addition to benefit information mailed directly to your employees/participants by the Fund Office regarding eligibility for coverage and other administrative information.

Unless you ask us not to, the Fund Office may contact you via email in the future to tell you about new services or changes to this Privacy Policy and Consent Agreement.

### **Your Access to and Control Over Information**

You may opt out of the I-REMIT system at any time, or express any concern you have about Fund Office usage of your information, by contacting us via the email address or phone number given on our website.

### **Cookies**

A "cookie" is a small summary text file that is stored by your mobile phone (e.g., iPhone or Android) or by your browser (e.g., Internet Explorer, Edge, Chrome, Safari or Firefox). Cookies allow a website to store some information about users, allowing the website to recognize a user and respond appropriately. The I-REMIT system and/or [www.cichealth.org](http://www.cichealth.org)

website may use cookies to collect anonymous usage statistics to track site utilization. Identifiable visitor usage information may also be stored in internal log files. We use this information to troubleshoot issues, improve our online services, and for analytical purposes, such as analyzing trends, administering the Site, tracking user movements and gathering broad demographic information. The website utilizes cookies to ensure basic functionality for authenticated users, including but not limited to initiating and terminating valid sessions.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card information, routing information, employee names and social security numbers), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees and/or Fund service providers who need the information to perform a specific job (for example, entry of monthly contribution hours and payment information) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

**If you feel that we are not abiding by this Privacy Policy, you should contact us immediately via telephone at (217) 732-1919.**

**By checking the box below, you consent and agree to the terms and conditions of this Privacy Policy and Consent Agreement.**

