

IBEW #38 FRINGE BENEFIT FUNDS PARTICIPANT PORTAL

PRIVACY NOTICE – June 1, 2023

This Privacy Notice for the **IBEW #38 Fringe Benefit Funds** describes how and why we might collect, store, use, and/or share (“process”) your information when you use the **IBEW #38 Fringe Benefit Funds Participant Portal** (the, “Portal”) such as when you download and use our mobile application/website (i.e., the Portal). Reading this Privacy Notice will help you understand your privacy rights and choices. If you do not agree with our policies and practices, please do not use, or access the Portal. If you still have questions or concerns, please contact us at (216) 431-7738.

When you visit, use, or navigate the Portal, we may process personal information depending on how you interact with the Portal, the choices you make, and the features that you use. This may include (1) usernames, (2) email addresses, (3) passwords, and (4) names. We do not process sensitive personal information. However, the Portal does provide you with access to personal information already submitted to the IBEW #38 Fringe Benefit Funds for the purposes of administering certain employee benefit plans, including, but not limited to, the IBEW #38 Health and Welfare Fund, the IBEW Local No. 38 Pension Fund Pension Plan, and the IBEW #38 401(k) plan. Any information received from third parties is limited to information necessary for the administration of the benefit plans identified above, such as information related to health care treatment, health care claims payment, health care operations, hours worked in covered service, and contributions made to the various employee benefit plans on your behalf. We will only keep your personal information for as long as it is necessary for the purposes set out in this Privacy Notice. However, some of your personal information may be retained longer in accordance with the document and information retention policies adopted by the employee benefit funds referenced above or in accordance with applicable State and federal law.

Any information that you provide is used to administer the benefit plans, communicate with you (for security and fraud prevention), and to comply with applicable State and federal laws. We process your information only when we have a valid legal reason to do so. We have organizational and technical processes and procedures in place to protect your personal information. These processes and procedures are in compliance with the “Best Practices” promulgated by the United States Department of Labor, Employee Benefits Security Administration, Release Number 21-358-NAT and are frequently reviewed and updated in accordance with that guidance. However, no electronic transmission over the internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will be unable to bypass our security measures and collect or access your information.

This Privacy Notice may be updated at any time. The updated version will be indicated by an updated “Revised Date” and the updated version will be effective as soon as it is accessible. If we make material changes to this Privacy Notice, we will notify you by prominently posting a notice of such changes within the Portal. If you have any questions or comments above this Notice, please contact the Funds Office at:

IBEW #38 Fringe Benefit Funds
3250 Euclid Ave., Rm. #270
Cleveland, OH 44101-1326
Tel.: (216) 431-7738
Fax: (216) 431-7719