



# Privacy Statement

Thank you for visiting MedAnnex Web site or interacting with us via e-mail.

This privacy statement sets out how MedAnnex uses and protects any information that you give MedAnnex when you use this website.

In the regular course of business, MedAnnex interacts and communicates directly with health care professionals, employees, clinical trial participants, business partners, regulatory authorities, and others. Through these interactions and communications, Personal Information may be provided to MedAnnex and processed electronically and/or manually. MedAnnex respects individual privacy and values the confidence of such individuals.

MedAnnex is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

MedAnnex will take reasonable steps to ensure that all Personal Information is captured, managed, stored, and transmitted in accordance with this Privacy Statement and applicable privacy or data protection laws, which may be supplemented or superseded by applicable legal requirements in local jurisdictions.

## Scope

This Privacy Statement applies to all Personal Information received by MedAnnex (including Personal Information received by third-party organizations or individuals acting as Agents of MedAnnex) as part of MedAnnex's business operations, in any format, including electronic or paper.

## Your Consent

By using this site, you agree to the terms of this Privacy Policy. Whenever you submit information via this site, you consent to the collection, use, and disclosure of that information in accordance with this Privacy Policy.

## Definitions

For the purposes of this Privacy Statement, the following definitions shall apply:

"Agent" means any third party that collects and/or uses Personal Information under the instructions of, and solely for, MedAnnex or to which MedAnnex discloses Personal Information for use on MedAnnex's behalf.

"MedAnnex Website" means the website controlled by MedAnnex.

"Personal Information" means any information or set of information that identifies or is used by or on behalf of MedAnnex to identify an individual. Examples of Personal Information include an individual's name, postal address, e-mail address, and telephone number. Personal Information does not include information that is encoded or anonymised, or publicly available information that has not been combined with non-public Personal Information.

## Information Collection

As you navigate through this website, certain information can be collected passively, without your actively providing the information, using various technologies and means, such as Internet Protocol (IP) addresses, cookies, Internet tags and navigational data collection.

- Web Server Logs/IP Addresses. An IP address is a number assigned to your computer whenever you access the Internet. All computer identification on the Internet is conducted with IP addresses, which allow computers and servers to recognize and communicate with each other. MedAnnex collects IP addresses to conduct system administration and report aggregate information to affiliates, business partners and/or vendors to conduct site analysis and Web site performance review.

- Cookies. A cookie is a piece of information that is placed automatically on your computer's hard drive when you access certain Web sites. The cookie uniquely identifies your browser to the server. Cookies allow us to store information on the server to help make the Web experience better for you and to conduct site analysis and Web site performance review. Most Web browsers are set up to accept cookies, although you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. Note, however, that some portions of our sites may not work properly if you refuse cookies. As described above, if you wish to prevent cookies from tracking you anonymously as you navigate our sites, you can reset your browser to refuse all cookies or to indicate when a cookie is being sent.

- Web Beacons. On certain Web pages or e-mails, MedAnnex may utilize a common Internet technology called a "Web beacon" (also known as an "action tag" or "clear GIF technology.") Web beacons help analyse the effectiveness of Web sites by measuring, for example, the number of visitors to a site or how many visitors clicked on key elements of a site.

Web beacons, cookies and other tracking technologies do not automatically obtain personally identifiable information about you. Only if you voluntarily submit personally identifiable information, such as by registering or sending e-mails, can these automatic tracking technologies be used to provide further information about your use of the Web sites and/or interactive e-mails to improve their usefulness to you.

## Use and Disclosure of Information

We may use your information to improve the content of our site, to customise the site to your preferences, to communicate information to you, for our marketing and research purposes, and for the other purposes specified in this Privacy Policy.

You can access most areas of our website without providing us any personally identifiable information about yourself (such as your name, email address, home or work address, phone number or other similar information). However, to access certain services you may be required to provide certain personally identifiable information and without providing such personally identifiable information, you may be unable to access those services. For example, if you ask us to send you information, you will need to provide us with your name and an email or mailing address where we can send the information. Whenever we collect personally identifiable information from you, we will explain at the point of collection how we will use that information and whether we will be sharing that information with any third parties.

We may from time to time retain service providers to help us provide our services. For example, we may use an email service provider to process our emails and maintain our newsletters and email lists. All service providers are required by contract to keep confidential the information received on our behalf, to limit their access to the minimum information necessary to perform their obligations, and to not use the information for any purpose other than to carry out the services they are performing for us.

We may disclose your personally identifiable information if we reasonably believe we are required to do so by law, regulation or other government authority (such as reporting safety information to the Food and Drug Administration or responding to a subpoena or law enforcement investigation).

We will not sell your personally identifiable information to any other person or entity except that we may transfer your personally identifiable information to a successor entity upon a merger, consolidation or other corporate reorganization in which our company participates or to a purchaser of all or substantially all of our assets. Any such successor entity shall be bound by the terms of this Privacy Policy with respect to any information transferred.

## Security

We are committed to ensuring that your information is secure. We take reasonable steps to protect your personally identifiable information as you transmit your information from your computer to our site and to protect such information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction.

You should keep in mind that no Internet transmission is ever 100% secure or error-free. In particular, e-mail sent to or from this site may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail. Moreover, where you use passwords, ID numbers, or other special access features on this site, it is your responsibility to safeguard them.

Moreover, it is your personal responsibility to ensure that the computer you are using is adequately secured and protected against malicious software, such as trojans, computer viruses and worm programs. You are aware of the fact that without adequate security measures (e.g. secure web browser configuration, up-to-date antivirus software, personal firewall software, no usage of software from dubious sources) there is a risk that the data and passwords you use to protect access to your data, could be disclosed to unauthorized third parties.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, this Privacy Policy does not apply to those websites and we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. We encourage you to read the privacy policy of every website you visit.

You should exercise caution and look at the privacy statement applicable to the website in question.

## Privacy Statement for Children

We do not knowingly collect any personally identifiable information from anyone under the age of 13 without the prior, verifiable consent of his or her legal representative. Such legal representative has the right, upon request, to view the information provided by the child and/or to require that it be deleted. We encourage parents to talk to their children about their use of the Internet and the information they disclose to websites.

## Contact Information

Questions or comments regarding this Privacy Statement should be submitted to MedAnnex as follows:

MedAnnex Limited  
10 Lochside Place  
Edinburgh  
EH12 9RG  
Telephone: +44 (0)131 248 3660  
or e-mail us at [info@medannex.com](mailto:info@medannex.com)  
Changes to MedAnnex Privacy Statements

If MedAnnex changes its privacy practices, an updated version of the applicable privacy statement will reflect those changes. MedAnnex will provide notice of such changes by updating the effective date listed in the applicable privacy statement. Without prejudice to individuals' rights under applicable law, MedAnnex reserves the right to amend its privacy statements from time to time to reflect technological advancements, legal and regulatory changes, and good business practices. MedAnnex will provide notice of such changes by updating the date listed in the applicable privacy statement.