



Privacy Notice Statement

Benefits Data Trust (BDT) has been approved by The Centers for Medicare and Medicaid Services (CMS) to serve as a Certified Application Counselor Designated Organization (CDO) pursuant to 45 CFR 155.225(b). This means that CMS allows BDT to certify staff members to act as Certified Application Counselors (CACs) to help individuals apply for and enroll for health insurance through Healthcare.gov. As a CDO, BDT is allowed to collect Personally Identifiable Information (PII) for the purposes detailed below.

PII that BDT may need to collect includes, but is not limited to:

1. Name
2. Date of Birth
3. Social Security Number
4. Address
5. Phone Number

BDT, and its individual CACs, may need to create, collect, disclose, access, maintain, store and use PII of individuals or Authorized Representatives (ARs) in order to:

1. Provide information about the full range of health insurance options available through healthcare.gov as well as other health insurance programs such as Medicaid and CHIP;
2. Provide information about premium tax credits, cost sharing reductions and other programs that help individuals afford health insurance;
3. Help individuals and ARs apply for health insurance and insurance affordability programs through Healthcare.gov.
4. Help individuals and ARs enroll in health insurance and insurance affordability programs through Healthcare.gov.
5. Follow up with individuals and ARs when necessary. Individuals and ARs will be contacted using the preferred contact information given to BDT.

BDT has developed privacy and security policies/practices that all staff must follow to ensure that all client PII is safe.

In order to best help individuals and ARs in obtaining health insurance coverage, BDT may disclose PII to Healthcare.gov staff, the Pennsylvania Department of Human Services and/or other CDOs, with individual consent. BDT will not sell or transfer information provided by individuals or ARs to any person or organizations except for the reasons outlined above. Individuals can request a record of who their PII has been disclosed to by contacting Benefits Data Trust at 215-207-9100

BDT will only ask individuals or ARs for the minimum amount of PII that is needed to assist with enrollment. BDT will give every individual seeking assistance the opportunity to consent to the

disclosure of their PII for the purposes of enrollment assistance. Providing personal information to BDT for the purpose of enrollment assistance is entirely voluntary. The assistance that BDT provides is based on the information provided. If information provided by an individual or AR is inaccurate or incomplete, BDT may not be able to offer all the help that is available.

Individuals wishing to file a complaint regarding the disclosure of their PII may contact the U.S. Department of Health & Human Services, Office for Civil Rights, Region 3 – Philadelphia. This office's contact information is as follows:

Office for Civil Rights
U.S. Department of Health and Human Services
150 S. Independence Mall West
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111
Main Line (800) 368-1019

BDT will review and revise this statement at least once a year. Any changes in policies and procedures that relate to PII will be reflected in these revisions.