



# Privacy Policy

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Approved by: David Tan, President / CEO, 2022-04-20

## Revision History

Version	Date	Summary of changes
2.3	2021-04-30	Initial release in new policy format
2.4	2022-04-29	Added change log, corrected typo, updated for 2022
2.5	2023-04-20	Minor typographical changes

# Privacy Policy

1. PNC does not own Client data. Clients retain ownership to all Client data hosted by PNC.
2. PNC will not use Client data for its own purposes.
3. PNC will not disclose or sell Client data to other parties.
4. PNC will only access client data for the purposes of providing operational, performance, security and support of its services for Client.
5. PNC access to Client data will be on an as-needed basis only.
6. PNC access to Client data will be logged, and access logs will be available for client to review.
7. PNC is SOC 2 Type 2 compliant for trust services criteria for security, availability, and confidentiality.
8. PNC is compliant with HIPAA security rule requirements.

9. PNC undergoes annual SOC 2 and HIPAA compliance audits by an independent 3rd party.
10. In case of service termination by the Client, PNC will provide services and assistance for the client for up to 90 days to export their data to another system. If the service is terminated by the client, PNC will provide transition services at the standard PNC published IT consulting rates.
11. If client terminates services, after 90 days PNC will safely remove and destroy all client data, unless otherwise instructed by the client. Retaining data beyond 90 days may incur additional fees.