

# Gramm-Leach-Bliley Privacy Notice

## For Providers in the South Carolina Attendant Care Program

*The following notice is designed to comply with the Gramm-Leach-Bliley Act. This notice applies to those financial management services administered by Public Partnerships LLC in connection with your participation as an attendant care or companion service provider in the South Carolina Attendant Care Program through the Department of Health & Human Services (DHHS).*

***This notice is for informational purposes only – no action is required by you.***

Public Partnerships LLC (PPL) would like to thank you for the opportunity to serve you as a provider in the South Carolina Attendant Care Program and assure you that we recognize our obligation to keep your information secure and confidential. This notice will provide you with more detail about the types of personal nonpublic information collected by PPL, and how we use and protect that information in compliance with the Gramm-Leach-Bliley Act.

### **Collection and Use of Information**

As the Fiscal/Employer Agent providing Financial Management Services for the Attendant Care Program, PPL acts on behalf of your employer to handle payroll under the Program and related employment tax matters. As part of these services in connection with the Program, PPL collects certain nonpublic personal information from you or your Program employer in order to issue your paycheck for your services, as well as withhold and file state and federal taxes, issue W-2 statements, handle employment tax matters, process Forms I-9 and W-4, and set up direct deposit of your paycheck if requested. Nonpublic personal information collected may include, but is not limited to, name, address, phone number, social security number, date of birth, and employment and tax-related information. Nonpublic personal information may also include certain financial information, such as the name and address of your financial institution, the bank routing number, and your account number for the purpose of processing direct deposits if elected by you. Any information that PPL collects and/or receives is used by authorized personnel solely for the purposes described above and is stored in our system for tracking and auditing purposes.

### **Protecting Your Information**

PPL is committed to protecting the privacy of your nonpublic information in our possession. We have established internal policies and procedures that clearly outline proper handling and maintenance of nonpublic personal information which include, but are not limited to, policies related to the transmission, storage, and disposal of paper and electronic records; controlling user access to information; and maintaining the security of files and electronic systems. PPL employees are instructed on these policies and any updates are communicated on a regular basis.

### **Disclosure of Information**

PPL does not share any nonpublic personal information about you with affiliates or non-affiliated third parties, except as authorized by law or with proper authorization from you or from your employer. There are circumstances when we will disclose nonpublic personal information to third parties or affiliates without your authorization as legally permitted or required, such as in connection with the handling of a claim investigation or other activities relating to your employment. Some examples include disclosures to:

- Regulatory agencies, such as the Internal Revenue Service, Department of Revenue, Department of Labor, or Department of Employment and Workforce;
- Courts or attorneys, in response to subpoenas, worker's compensation claims, garnishment actions, etc.

We may change these policies, standards, and procedures at any time. If there are significant changes, we will notify you. If you have any questions regarding this notice, you may call the number below or write to:

Public Partnerships, LLC – South Carolina FMS  
1 Cabot Road, STE 102  
Medford, MA 02155

Telephone Number: 866.537.8386