



Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to <https://www.vpscribes.com> and Virtual Physician Scribes LLC and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Virtual Physician Scribes LLC include <https://www.vpscribes.com> and VP Scribes. The VP Scribes website is a virtual healthcare scribing solutions marketing site. By using the VP Scribes website, you consent to the data practices described in this statement.

Collection of your Personal Information

In order to better provide you with services offered, VP Scribes may collect personally identifiable information, such as your:

- First and Last Name
- E-mail Address
- Phone Number
- Mailing Address
- Practice/Clinic EMR system

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to receive certain services information and use our scribing services. These may include: (a) registering for a free informational appointment; (b) sending us an email message; (c) requesting additional information on our services; (d) submitting an inquiry form with your contact information which includes your name, email address, and phone number; (e) clicking you consent to receive SMS text message upon providing your telephone number. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

Use of your Personal Information

VP Scribes collects and uses your personal information to operate and deliver the services you have requested.

VP Scribes may also use your personally identifiable information to inform you of other products or services available from VP Scribes and its affiliates / subsidiaries.

Sharing Information with Third Parties

VP Scribes does NOT sell, rent or lease its customer lists to third parties.

VP Scribes may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on VP Scribes or the site; (b) protect and defend the rights or property of VP Scribes; and/or (c) act under exigent circumstances to protect the personal safety of users of VP Scribes, or the public.



Automatically Collected Information

Information about your computer hardware and software may be automatically collected by VP Scribes. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the VP Scribes website.

Security of your Personal Information

VP Scribes secures your personal information from unauthorized access, use, or disclosure. VP Scribes uses the following methods for this purpose:

- SSL Protocol

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

Right to Deletion

Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

- Delete your personal information from our records; and
- Direct any service providers to delete your personal information from their records.

Please note that we may not be able to comply with requests to delete your personal information if it is necessary to:

- Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty or service recall conducted in accordance with federal law, provide a good or service requested by you, or reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform a contract between you and us;
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for that activity;
- Debug to identify and repair errors that impair existing intended functionality;
- Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
- Comply with the Texas Electronic Communications Privacy Act;
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when our



deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;

- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us;
- Comply with an existing legal obligation; or
- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

Children Under Thirteen

VP Scribes does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

E-mail Communications

From time to time, VP Scribes may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from VP Scribes or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from VP Scribes, you may opt out of such communications by replying STOP or clicking on the UNSUBSCRIBE button on the respective email.

SMS Communications

From time to time, VP Scribes may contact you via SMS for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, service status, and/or other general communication.

If you would like to stop receiving marketing or promotional communications via SMS from VP Scribes, you may opt out of such communications by replying STOP or OPT-OUT.

SMS communications initiate when the client replies START to start receiving SMS communication from VP Scribes. Client consents to receiving SMS communications upon submitting an inquiry form and clicking “By providing a telephone number and submitting this form, you are consenting to be contacted by SMS communication. Message & Data rates may apply. You can reply STOP to opt-out of further messaging” on VP Scribes website (<https://www.vpscribes.com>).

Changes to this Statement

VP Scribes reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account or inquiry form submitted, by placing a prominent notice on our website, and/or by updating any privacy information. Your continued use of the website and/or Services available after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.



Contact Information

VP Scribes welcomes your questions or comments regarding this Statement of Privacy. If you believe that VP Scribes has not adhered to this Statement, please contact VP Scribes at:

Virtual Physician Scribes LLC DBA: VP Scribes
200 S 10th Street. Ste. 904
McAllen, Texas 78501

Email Address:

support@vpscribe.com

Telephone number:

(833) 872-7423

Effective as of January 1st, 2021