

PRIVACY POLICY

Effective Date: January 1, 2026

Associated Surgeons & Physicians, LLC (ASAP) ("Associated Surgeons & Physicians, LLC (ASAP)," "we," "us," or "our") is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, disclose, and protect information obtained through our website and online services.

This Privacy Policy applies to information collected through our website and online interactions. It does not replace our HIPAA Notice of Privacy Practices, which governs our use and disclosure of Protected Health Information ("PHI").

1. INFORMATION WE COLLECT

Information You Provide

We may collect information you voluntarily provide, including:

- Name
- Mailing address
- Email address
- Telephone number
- Date of birth
- Insurance information
- Appointment request information
- Patient communication information
- Information submitted through forms
- Employment application information
- Other information you choose to provide

Health Information

As a healthcare provider, we may receive health-related information that you submit through appointment requests, patient communications, patient portals, registration forms, or other interactions with our office.

Information Automatically Collected

When you visit our website, we may automatically collect:

- IP address
- Browser type and version
- Device information
- Operating system
- Internet service provider
- Referral URLs
- Pages viewed
- Time spent on pages
- Date and time of access
- General geographic location
- Diagnostic and usage information

Cookies and Similar Technologies

We may use cookies, web beacons, analytics technologies, and similar tools to:

- Improve website functionality
- Analyze website traffic
- Maintain website security
- Enhance user experience
- Measure website performance

You may adjust your browser settings to reject cookies, although some features of the website may not function properly.

2. HOW WE USE INFORMATION

We may use information to:

- Schedule appointments
 - Respond to inquiries
 - Provide healthcare-related services
 - Verify insurance information
 - Process payments
 - Communicate with patients
 - Improve our website and services
 - Conduct analytics and reporting
 - Protect against fraud and unauthorized activity
 - Comply with legal obligations
 - Enforce our policies and agreements
 - Maintain the security of our systems
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3. HEALTH INFORMATION AND HIPAA

Associated Surgeons & Physicians, LLC (ASAP) is a healthcare provider subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Protected Health Information collected or maintained in connection with healthcare services is governed by our HIPAA Notice of Privacy Practices and applicable healthcare privacy laws.

If there is a conflict between this Privacy Policy and our HIPAA Notice of Privacy Practices regarding Protected Health Information, the HIPAA Notice of Privacy Practices shall control.

Patients may request a copy of our HIPAA Notice of Privacy Practices by contacting our office.

4. HOW WE SHARE INFORMATION

We do not sell Protected Health Information.

We may disclose information in the following circumstances:

Service Providers

We may share information with vendors that assist us in operating our business, including:

- Website hosting providers
- Information technology providers
- Analytics providers
- Payment processors
- Patient communication providers
- Appointment scheduling providers
- Healthcare technology providers

Healthcare Operations

We may disclose information as permitted by HIPAA and other applicable laws for:

- Treatment
- Payment
- Healthcare operations

Legal Compliance

We may disclose information when required by:

- Law
- Court order
- Subpoena
- Government request
- Regulatory investigation

Business Transfers

Information may be transferred as part of a merger, acquisition, restructuring, financing, or sale of assets.

Protection of Rights

We may disclose information to protect the safety, rights, property, or security of our patients, employees, business operations, or the public.

5. THIRD-PARTY HEALTHCARE TECHNOLOGY PROVIDERS

Associated Surgeons & Physicians, LLC (ASAP) utilizes third-party healthcare technology providers to support patient care and business operations.

These providers may assist with:

- Patient portal services
- Appointment scheduling
- Patient communications
- Medical records access
- Billing and payment services
- Healthcare administration
- Practice management operations

Information submitted through patient portals, appointment request forms, payment systems, or related healthcare platforms may be processed, transmitted, or stored by these providers on our behalf.

Where applicable, these providers are required to maintain appropriate safeguards and comply with applicable privacy and security requirements.

Patients should review any privacy notices provided by third-party healthcare platforms when using those services.

6. GOOGLE MAPS AND THIRD-PARTY SERVICES

Our website may incorporate third-party services, such as mapping, embedded content, patient portals, online payment tools, scheduling systems, and analytics technologies.

These services may collect information in accordance with their own privacy policies.

We encourage users to review the privacy policies of any third-party services they access through our website.

7. DATA RETENTION

We retain information for as long as necessary to:

- Provide healthcare services
- Comply with legal obligations
- Maintain healthcare records
- Resolve disputes
- Enforce agreements
- Support business operations

Retention periods may vary depending on the type of information and applicable legal requirements.

8. DATA SECURITY

We maintain administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, disclosure, alteration, or destruction.

Despite our efforts, no method of electronic transmission or storage can be guaranteed to be completely secure.

9. CHILDREN'S PRIVACY

Our website is not intended for children under 18 years of age without parental or guardian involvement.

We do not knowingly collect personal information from children in violation of applicable law.

If we learn that information has been collected improperly, we will take appropriate steps to delete it.

10. YOUR PRIVACY RIGHTS

Depending on your state of residence and applicable law, you may have rights regarding your personal information, including rights to:

- Access information
- Correct inaccurate information
- Request deletion
- Obtain a copy of information
- Restrict certain processing activities
- Withdraw consent where permitted

To exercise applicable rights, contact us using the information below.

11. INDIANA PRIVACY RIGHTS

Indiana residents may have rights under the Indiana Consumer Data Protection Act (ICDPA).

Subject to applicable exemptions, Indiana residents may request to:

- Confirm whether we process personal data
- Access personal data
- Correct inaccuracies in personal data
- Delete personal data
- Obtain a copy of personal data in a portable format
- Opt out of:
 - Sale of personal data

- Targeted advertising
- Profiling that produces legal or similarly significant effects

Exercising Your Rights

To submit a request, contact:

Email: info@isapin.com

Mail:

Associated Surgeons & Physicians, LLC (ASAP)
2518 E Dupont Rd
Fort Wayne, IN 46825

We may verify your identity before responding to your request.

Appeals Process

If we deny your request, you may appeal the decision by emailing:

info@isapin.com

Subject Line: **Indiana Privacy Rights Appeal**

We will review and respond to appeals as required by applicable law.

12. CONSUMER HEALTH DATA

We may collect health-related information voluntarily provided through:

- Appointment requests
- Patient registration forms
- Patient communications
- Patient portals
- Insurance verification processes
- Medical records requests
- Healthcare technology platforms acting on our behalf

This information may include:

- Medical concerns
- Symptoms

- Pregnancy-related information
- Fertility-related information
- Insurance information
- Healthcare provider information
- Other health-related information necessary to provide services

We use such information only for treatment, payment, healthcare operations, patient communications, legal compliance, security, and other purposes permitted by law.

We do not sell Protected Health Information.

13. DO-NOT-TRACK SIGNALS

Because there is currently no universally accepted standard for responding to Do-Not-Track browser signals, our website does not currently respond to such signals.

If a recognized standard is adopted in the future, we may update this Privacy Policy accordingly.

14. CALIFORNIA PRIVACY RIGHTS

California residents may have additional privacy rights under applicable California privacy laws.

California residents may contact us to exercise rights available under applicable law.

15. CHANGES TO THIS PRIVACY POLICY

We may update this Privacy Policy from time to time.

When changes are made, we will revise the Effective Date at the top of this Privacy Policy.

Your continued use of the website after changes become effective constitutes acceptance of the revised Privacy Policy.

16. CONTACT US

If you have questions regarding this Privacy Policy or our privacy practices, please contact:

Associated Surgeons & Physicians, LLC (ASAP)

2518 E Dupont Rd

Fort Wayne, IN 46825

United States

Email: info@isapin.com

Phone: (Insert Main Office Phone Number)