TPA PROGRAM HELPFUL HINTS

Limit Access to IQVIA Data

IQVIA would like to share ideas that other Vendors have found useful in complying with the restrictions and obligations of the IQVIA *Third Party Access Limited License Agreement*. Vendors are required to take all reasonable steps necessary to protect IQVIA Data from unauthorized use, access or disclosure, or misappropriation or misuse. Limiting access to IQVIA Data is a critical step towards ensuring compliance. Below are some hints to help you do this.

Identify IQVIA Data

- IQVIA Data includes the original IQVIA Data, i.e., the Market Research Offering
- It also includes any information derived, directly or indirectly, from the original IQVIA Data

Only Give Access to Employees Who Need It

- Limit access to IQVIA Data to those employees who need it, so Vendor can provide its services to Client
- The data should be needed by the employee to benefit the specific Client identified in the applicable TPA Agreement and no other person or entity
- The data should also be needed by the employee for the Permitted Use specified in the applicable TPA Agreement and no other use
- Limit access to the minimum portion of IQVIA Data required per each employee's role

Avoid Unauthorized Access by All Others

- Take reasonable steps to control access, e.g., firewalls, encryption of data at rest and in transit, secure sites and systems, user names and passwords, employ effective authorization processes and procedures, etc.
- Never give access to employees responsible for design, development, strategy, marketing or sales of products or services competitive to the IQVIA Data you received under the TPA Agreement
- Maintain documentation that access has been limited to authorized employees

Refer to the Third-Party Access Limited License Agreement

When in doubt, refer to the IQVIA *Third Party Access Limited License Agreement*. It is the document that controls. This *Helpful Hints* is only intended to be a useful guide and does not change any legal obligations Vendor may have under the Agreement.