

# TPA PROGRAM HELPFUL HINTS

## *Identify and Inform Authorized Users of 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. Identifying and informing users of IQVIA Data as it moves in, through and out of Vendor's systems is one step towards ensuring compliance. Below are some hints to help you do this.

### Identify IQVIA Data

- IQVIA Data includes the original IQVIA Data identified in *Schedule A* of the *Third Party Access Limited License Agreement*
- It also includes any information derived, directly or indirectly, from the original IQVIA Data

### Inform Authorized Users What is IQVIA Data

- Inform your authorized users and recipients that the information being accessed is IQVIA Data so they may comply with the TPA Agreement
- Use a combination of methods to effectively inform your users, e.g.,
  - provide instructions to employees with access to IQVIA Data
  - embed screen notices into your secure systems hosting IQVIA Data
  - in-person and online training
  - Tagging or marking the data

### Inform Users What their Obligations Are Under the TPA Agreement

- Inform your authorized users and recipients of the various obligations and restrictions on the disclosure and use of IQVIA Data under the TPA Agreement

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## 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.