

# TPA PROGRAM HELPFUL HINTS

## *Information Governance Overview*

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*. Vendor's are required to take all reasonable steps necessary to protect IQVIA Data from unauthorized use, access or disclosure, or misappropriation or misuse. Below are some hints to help you do this.

### **Identify and Inform Authorized Users of 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
- Know what constitutes IQVIA Data and inform authorized users and recipients

### **Limit Access to IQVIA Data**

- Limit access to IQVIA Data to those employees who need it so Vendor can provide its services to Client
- Employees who need access should only be given access to the minimum portion of IQVIA Data required

### **Limit Use of IQVIA Data**

- IQVIA Data may only be used to benefit the Client for the specific Permitted Use(s) identified in the applicable TPA Agreement
- IQVIA Data may not be used to benefit any other party including Vendor
- No other use, even for the Client, is permitted

### **Prevent Disclosure of IQVIA Data**

- Treat IQVIA Data as confidential
- Comply with all applicable data protection and privacy laws

### **Return or Destroy IQVIA Data at the End**

- Cease all use of IQVIA Data when the Agreement is over
- Upon termination or expiration of a TPA Agreement, promptly return all IQVIA Data to the Client or destroy it

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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.