

# Privacy Protection Policy



## Purpose of this policy

The HealthSure Group, inclusive of its subsidiary businesses, are invested in the protection of the privacy of our individuals; be they employees, workers, customer, patients or any other persons involved with the HealthSure Group. This charter has been fully endorsed by the HealthSure Group leadership, and signals our intent to ensure the protection of information pertaining to these individuals. We commit to the processing of personal information data relating to these individuals, in alignment with the relevant Data Protection and privacy laws. It is critical to the success of our organisation that all of our HealthSure personnel understand our privacy policies and constantly strive to achieve gold standard compliance when handling the personal information data of others.

## The following are key expectations which shall apply to all personal information data processed by the HealthSure Group:

Our key expectations:

- 1 Have Consent.** The knowledge and consent to use information relating to an individual, by the individual, is mandatory for the collecting, use, processing or disclosure of the personal information data, except when exempted by law.
- 2 Ensure Accuracy.** Personal information must be accurate, whole, and current as is required for the intent for its use.
- 3 Accountability.** The HealthSure Group is responsible for personal information under its control, and hereby inform all workers and individuals of their accountability for the compliance to this charter, any associated procedure, and with all presently applicable Data Protection laws.
- 4 Limiting Collection.** The collection of personal information shall be limited to that which is necessary for the purposes of effective business operations. Personal information data shall only ever be collected by fair and lawful means.
- 5 Total Openness.** Our organisation shall provide to individuals, any specific information about our procedures and practices relating to the management of their personal information.
- 6 Have Purpose.** The purpose for which any personal information is acquired, shall be clearly identified and conveyed by HealthSure Group at or before the time the information is requested or collected.
- 7 Safeguarded.** Personal information shall be secure and protected by safeguards, designed in proportion to the sensitivity of the information.
- 8 Use, Disclosure, and Retention Limitation.** Personal information acquired during business operations, shall not be used or disclosed for purposes other than those for which it was collected. The exception being when consent of the individual is given, or as required by law. Personal information shall be retained only for the time period defined as required by law.
- 9 Right to Access.** In accordance with Data Protection laws, upon individuals' request, said individual shall be informed of the existence, use and disclosure of their personal information. They shall also be given access to the data which HealthSure Group hold on them, and can, at any time, challenge the accuracy, completeness and validity of the data and have it altered as appropriate.
- 10 Effective Compliance:** Any individual is welcomed to challenge our compliance with the above principles, and with applicable current Data Protection laws. The challenges should be directed to the HealthSure Group directors. Contract with whom, is facilitated through our website.

Craig McHugh  
Group Director

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Group Director

