

PRIVACY AND CONFIDENTIALITY POLICY

Executive Risk Solutions (ERS) is committed to and supports the National Privacy and Confidentiality Principles contained in Commonwealth and State Privacy laws.

Where it is required, in the normal course of business activities, for the company to collect private information about organisations or individuals the company shall ensure, to the extent that is practicable, that:

- The information is obtained in a fair and lawful manner with the full knowledge of the individual or organisation.
- The information obtained is factual, accurate and up to date.
- The information is retained in a secure manner and, when no longer required, will be disposed of in a secure manner.
- Information will be used only for the purpose(s) for which it was obtained.

Individuals and organisations providing information to the company will be made aware of:

- The purpose for which the information is required and how it will be used.
- Who the information will be made available to.
- How they can access, correct and update their information.
- Their rights and obligations should a situation arise whereby they believe that their privacy has been infringed.

This policy will apply to all employee records including pre-employment information, medical information, and information obtained from referees and previous employers.

All company personnel shall be aware of, and are required to comply with, the principles outlined in this policy.

Authorised by:



Scott Houston
Chief Executive Officer