

## **Protecting the Privacy of Plan Members Policy Statement**

At 3sHealth Employee Benefits respect for the privacy and protection of plan member personal information is foremost among our fundamental business principles. 3sHealth Employee Benefits is committed to safeguarding plan member personal information.

3sHealth Employee Benefits uses reasonable and appropriate standards to protect plan member personal information whether the personal information is electronic or paper. 3sHealth Employee Benefits uses a variety of procedures to prevent unauthorized access to any and all paper or electronic documents containing plan member personal information.

Physical security is assured by supervised access to the 3sHealth office in Regina during work hours and an electronic security and alarm system during non-work hours.

Physical access to our employees' work areas, including their personal computers, and all paper and electronic data storage areas at 3sHealth is restricted to 3sHealth staff through reasonable and appropriate security standards to protect plan member personal information.

Electronic and/or paper documents identifying plan member personal information may be retained on an indefinite basis for access to historical information as required. Paper documents are archived on a scheduled basis and are stored offsite. Standardized security measures for offsite archived storage of plan member personal information are in place. Our offsite archived storage providers are obliged to protect the confidentiality of any documents they are entrusted with.

All paper documents identifying plan member personal information that are NOT retained are disposed of by shredding. All electronic data identifying plan member personal information that is NOT retained is removed permanently from our databases.

3sHealth Employee Benefits employees are instructed not to take documents or files containing plan member personal information home with them. In addition, Employee Benefits employees are required to sign an agreement stating that the maintenance of plan member confidentiality is a condition of their employment.

November 5, 2012