

Privacy Policy



INFORMATION SECURITY

CI-2: Internal

PRIVACY POLICY

Purpose

HC3 is committed to the highest level of integrity in all of our dealings with our clients, employees, and service partners. This commitment extends to any personal information about our customers that we might possess or acquire. This document establishes HC3's policy for protecting identifying information.

Scope

This policy applies to all HC3 employees, contractors, affiliates, and third-parties who have access to identifying information.

Policy Statement

HC3 is committed to respecting personal privacy and safeguarding individual record confidentiality and system security. Accordingly, HC3 and its affiliates adhere to the following Privacy Guidelines and Principles:

- HC3 has developed policies and programs for the protection of customer information.
- HC3 strives to maintain the accuracy of customer information and will promptly respond to any questions or concerns customers may raise with respect to the accuracy of such customers' personal information.
- HC3 employees are responsible for the protection of customer information and each HC3 employee with access to personal customer information is responsible for compliance with our privacy policies and procedures.
- HC3 will only use personal information in compliance with applicable law.

HC3 may collect contact data and other similar information of its customers and prospects and may use and share that data in its internal systems. These systems permit HC3 employees to access and process such data solely for the purposes of customer fulfillment, business administration, business reporting, and statistical analysis of HC3 products and services. HC3 does not otherwise sell, publish, or transfer that data.

Roles and Responsibilities

All Employees

- Understand and adhere to this policy.

Executive Leadership Team

- Enforce this policy.
- Review company policies periodically to ensure they remain relevant and correct.

Human Resources

- Ensure that this policy remains relevant and correct.
- Investigate any violations of this policy and counsel employees as needed.

Managers

- Maintain awareness of, and comply with, all Policies, Processes, Procedures, and standards that are relevant to their area of responsibility.

Enforcement, Auditing, and Reporting

Violations of this policy may result in disciplinary action up to and including termination.