
What do you do with information that is no longer required?

All paper based personal records that are no longer required are shredded. Electronic records that are no longer required are deleted from our computer storage devices.

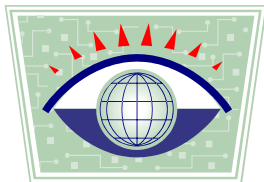
Where data is derived from personal records for statistical and/or research purposes, all data is de-identified to retain the privacy of the individual.

What happens to information that I provide to you via the Internet?

The information that we may collect from you via the Internet is covered by the same level of privacy and security used in our paper based systems.

The structure of our Internet interface has been designed to provide a high level of security through the use of Secure Socket Layer technology. All identifying data that is transmitted is encrypted.

Access to all electronic data records associated with our internet presence is restricted to authorized personnel and is password protected.



Whom do I contact if I have any questions about this Privacy Statement?

The Practice Manager

Executive Health Management

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Sydney NSW 2000

Phone: +61 2 9235 0700

Fax: +61 2 9223 6693

Email: info@ehm.com.au

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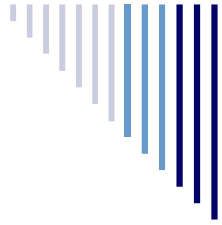
Email: info@ehm.com.au



Privacy Statement

**Your
questions
answered**

Executive Health Management



What is this brochure about?

The Privacy Act requires us to have procedures in place to cover the collection, use, storage and disclosure of personal information we hold about you. We have always believed that your privacy should be protected, and in this brochure we tell you:

- why we collect your information
- what happens if you choose not to provide us with the requested information
- the parties to whom we may disclose your information
- how you can request access to the information we hold about you
- how we manage and secure personal information
- how we destroy or de-identify information no longer required
- how we secure information on the internet

Why do you collect my information?

We collect personal information about you so we can assess the status of your health and wellbeing and provide you with relevant feedback on how to improve the quality of your life. As some of the information we collect is sensitive, we recognise the responsibility we have in holding this information.

In some instances, we are required to collect specific information to meet the requirements of insurance companies from which you may be seeking coverage.

What if I choose not to provide you with the information you request?

We will only ask you for information that is necessary for the purposes outlined in this statement. If you don't provide us with the information we request, we may not be able to thoroughly assess your current health status. If you do not provide information required by an insurance company, this may jeopardise the provision of insurance to you.

Will my information be disclosed to others?

We will only disclose your personal information to people or organisations for the purpose outlined in this statement.

When appropriate we may disclose your information to or collect it from:

- Your General Practitioner
- Consulting specialists
- Pathology service providers
- Radiology service providers
- Insurance brokers
- Insurance underwriters

The information gathered by us will not be provided to your employer except under specific circumstances where you have consented to this in writing.

Only specific information requested will be released to insurance underwriters where you have provided consent in writing.

How do I request access to personal information you hold about me?

You can request access to the personal information we hold about you by calling or writing to us. You will have to give us full details of what you would like to know or see. If you contact us by telephone, we will ask questions which identify you. We will also ask you to confirm your request in writing with your signature attached. We do this to protect the confidentiality of your information.

Is the information you hold about me stored securely?

All staff of Executive Health Management are required to respect the confidentiality of personal information gathered from our clients.

We have in place reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure. We do this by use of various methods including, as necessary, locked storage of paper records and password controlled access rights to computerised records.