



Partners Disability Management Privacy Code

Principle 1 – Accountability

Each employee and service provider of PDM is responsible for personal information under his or her control and shall be accountable for compliance with this code.

Principle 2 – Identifying Process

The purposes for which personal information is collected shall be identified before or at the time of the information collected.

Principle 3 – Consent

The prior knowledge and permission of the individual is required for the collection, use or disclosure of personal information, except for legal or security reasons.

Principle 4 - Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified. Personal Information shall be collected by fair and lawful means.

Principle 5 - Limiting Use, Disclosure and Retention

Personal information will not be used, disclosed or retained for the purposes other than those for which the information was collected, except with the permission of the individual, or as permitted or required by law.

Principle 6 – Accuracy

Personal information shall be as accurate, complete and current as necessary for the identified purposes for which it is to be used.

Principle 7 - Safeguarding Information

Personal Information will be protected by safeguards appropriate to the sensitivity of the information

Principle 8 – Openness

Employees and service providers of PDM will make readily available to the individual, specific information about policies and procedures relating to the management of their personal information.

Principle 9 – Individual Access

Upon request, an individual will be informed of the existence, use and disclosure of his or her personal information and shall be given access to it. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10- - Handling of Complaints and Suggestions

Individuals can address any complaint regarding compliance with the above principles with our Privacy Officer.

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