

# Privacy Policy

Our privacy policy guarantees security for privacy of personal information of our employees and patients.

## Security for Privacy

We are bound by professional standards and ethics. We protect personal information against unauthorized access. We strive to ensure that your information is always protected and your right to privacy is honoured and respected.

## Privacy of Information

The patients Information regarding professional services etc. including personal information are secured and restricted to only those individuals with a business reason to have such access. In order to prevent unauthorized access to the information, it is our business practice to password-protect all electronic files containing this information. All documentation are maintained in hard copy, these files should be kept secured and in a location where visitors do not have access.

As an employer, we protect the information about our employees such as: bank account Information, medical information, benefit Information and other personal information. This information should be kept secure and restricted to only those individuals with a business reason to have access.

## Management of Privacy

The Global Friendship Society defines documents, communicates, and assigns accountability for its privacy policies and procedures.

## Disclosure of information to Third Parties

We will not release your name or any information pertaining to you to any individual and organizations. We will not share with others your business or personal information or information relating to you that you have provided us. We do not sell, dispose, or pass your information to any third parties for whatever reasons without your consent.

**Use and Retention of Information**The Global Friendship Society limits the use of personal or other information to the purposes for regular compliance or as it mentioned in the notice and for which the individual/patient has provided implicit or explicit consent. The Global Friendship Society retains personal information or other for only as long as necessary to fulfil the stated purposes.

**File Retention/Destruction Policy**

The Global Friendship Society shall retain patient information for two consecutive years. At the end of the retention period, the information and documents is returned to the patient. If the patient does not receive the same, after a notice, these are properly destroyed. For paper information, it is be shredded. For electronic data, ensure patient information is deleted and written over to make it unrecoverable.