

“We must protect our customer’s information at all times.”

Data privacy protects and secures your personal information.



Protecting privacy is not only our ethical obligation; it’s also what the law requires of our company.



Any information you receive in the course of your work is private company information, and you are responsible for protecting it.



If private data falls into the wrong hands, it may be possible for criminals to identify an individual and target them for illegal activity.



Privacy incidents are often the result of people making simple mistakes out of line with our policies. Our data policies exist to protect you, and us.

It is your duty to know what personal and protected information is, how to identify it and keep it safe, and what to do in the event of a disclosure or a security incident.

You need to:

- Report breaches of data security via the appropriate channels.
- Use personal data/personally identifiable information (PII) only in a manner consistent with the purpose for which it is obtained.
- Store data only for as long as is necessary.
- Encrypt personal data/PII whenever it is stored.
- Remember that personal data/PII should only be used and stored in a controlled environment. Taking such data off-premises should be avoided.
- Be aware that failure to protect personal data/PII can result in significant fines and reputational damage.