

DATA PROTECTION COMPLIANCE TOOLKIT GUIDE

N A J & H E A L T H S E R V I C E S C O - O P E R A T I V E C R E D I T U N I O N L I M I T E D



Personal Data must be processed for a specific purpose:

At least one of the following must be checked to proceed to process the individual's data.

✓ Performance of a contract



✓ Protection of your life or safety or another's life or safety



✓ Compliance with a legal obligation



✓ Protection of the public interest



✓ Protection of the company's legitimate interest



✓ Administration of justice



✓ Consent



✓ Prior publication of the data by you



Core Processing Standards for Personal Data:

✓ Data must be processed fairly, lawfully and transparently

✓ Data must have a specified and lawful purpose

✓ Data collected must be adequate, relevant and necessary for the purpose

✓ Data collected must be accurate and up-to-date

✓ Data must be kept for only as long as necessary

✓ Respect & uphold data subject rights

✓ Take appropriate technical and organisational measures to protect data

✓ Data transfer to territories without an adequate level of protection is prohibited

REMINDER: WHEN IN DOUBT, ASK!



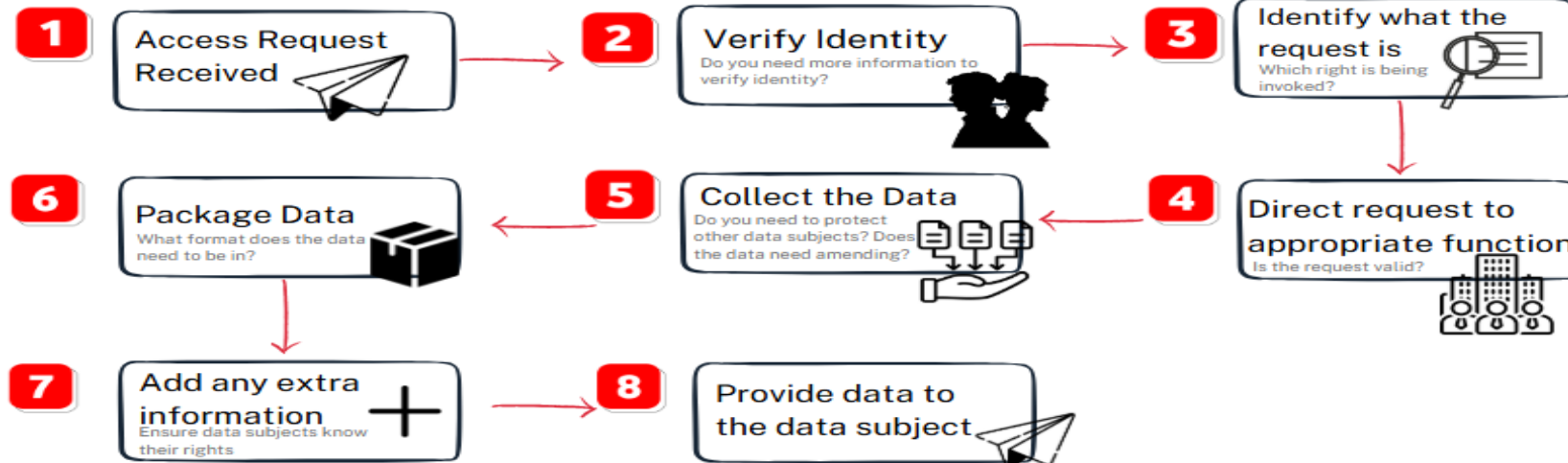
Data Subject Access Requests:

Data Subjects have the right to:

- ✓ Be informed about how your personal data is processed 
- ✓ Request all the personal data collected about you 
- ✓ Consent and withdraw consent at any time 
- ✓ Request correction of the personal data due to errors/omissions 
- ✓ Get a human to re-check decisions significantly affecting you that was made by a computer 
- ✓ Transfer the personal data to another company in a format the other company's computer may easily understand 
- ✓ Prevent the processing of your personal data based on NAJ's grounds for legitimate interest, unless our reasons for undertaking that processing outweighs any prejudice to your data protection rights 



Procedure for Responding to Data Subject Access Requests ("DSAR")

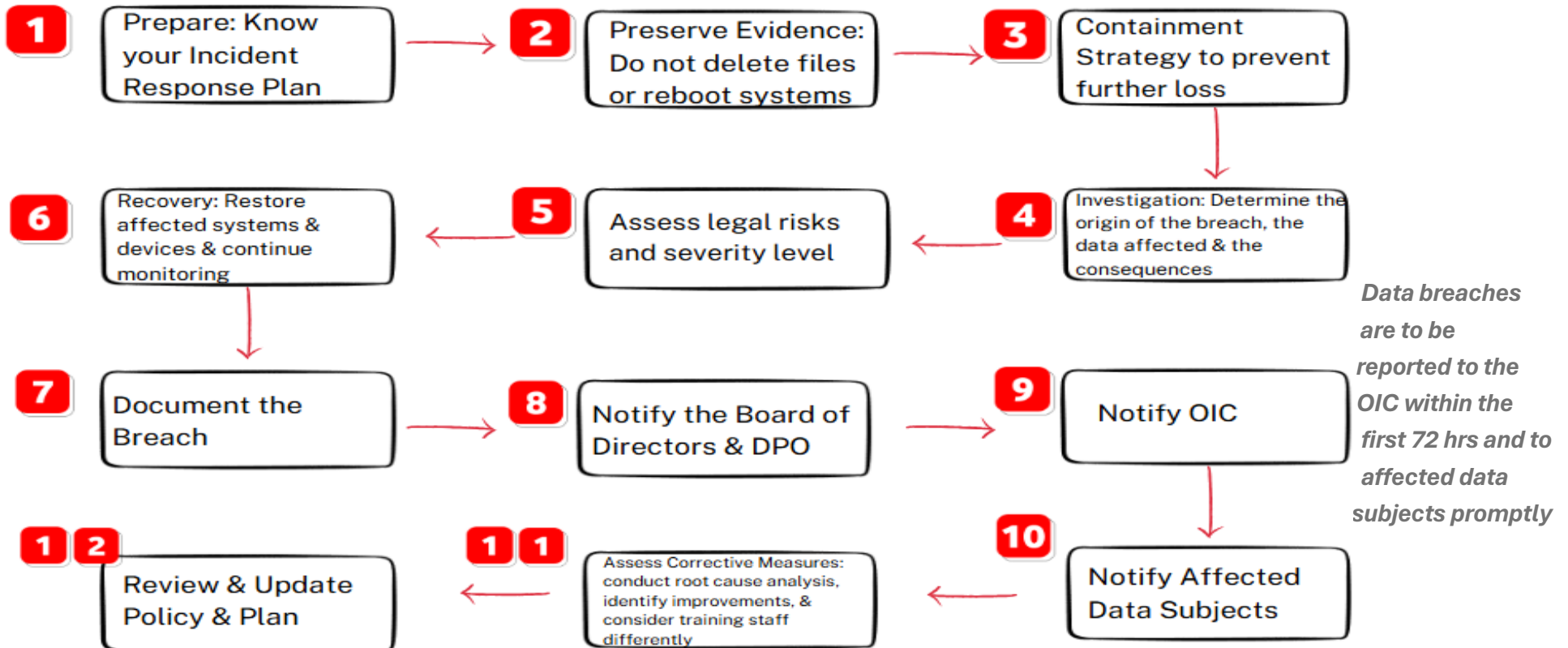


DSARS are to be responded to within 30 days of receipt, subject to the exceptions

RE M I N D E R : F O L L O W C O M P A N Y P O L I C I E S !



Procedure for Reporting Data Breaches:



Internal Contact for Data Protection Queries:

sbowen@najhscu.com



Data Protection Officer Contact:

Shenell Jackson

dpo@privaymgmt.org

(876) 908-3555

RE M I N D E R : S E C U R I T Y I S T H E R E S P O N S I B I L I T Y O F A L L S T A F F !