

PRIVACY AND CONFIDENTIALITY POLICY STATEMENT

NTH Silver Recovery Service, Inc. will meet the requirements of State and Federal Law in maintaining the confidentiality of any medical or personal information.

- Personal and Medical Information may only be accessed in accordance with the requirements of this policy.
- Personal and Medical Information includes the following; identity, history, diagnosis, treatment, prognosis, or other health status, as well as personal demographic information(i.e., address, telephone number, employment) and such other information as may be required by law.
- Personal and Medical Information shall be accessed only by authorized personnel acting within the scope of their assigned responsibilities. All NTH Silver Recovery Service, Inc. personnel are prohibited from disclosing information to unauthorized persons and to authorized persons who do not have a 'need to know' the information.
- It is the responsibility of all NTH Silver Recovery Service, Inc. personnel to be familiar with the provisions of this policy and to maintain the confidentiality of all personal and medical information in accordance with this policy.
- Unauthorized uses or disclosures of Protected Information may result in disciplinary action, up to and including the termination of employment or association with NTH Silver Recovery Service, Inc. Civil or criminal penalties under applicable federal and state law, as well as professional disciplinary action, may also apply.
- All materials containing Personal and Medical Information will be recycled in such a manner as to make it impossible to retrieve information from the material.
- All materials containing Personal and Medical Information will be shredded, washed and recycled pursuant to all applicable State and Federal Laws.

This policy statement authorized by:

Kevin L. Henderson, President

Date: February 9, 2011

