

PRIVACY AND CONFIDENTIALITY STATEMENT

Hooper Holmes, Inc's policy is to maintain the confidentiality of any non-public personal information or protected health information ("Sensitive Information") in compliance with the provisions of the Gramm-Leach-Bliley Act (Pub.L. 106-102, 15 U.S.C. 6802-3), Section 262 of the Health Insurance Portability and Accountability Act, P.L. 104-191 (HIPAA) and applicable state privacy and identity theft laws.

The following guidelines must be followed by all employee examiners and independent contractors:

- After processing, copies of paperwork containing Sensitive Information are not to be retained by examiners.
- Other personnel must store working papers or documents containing Sensitive Information in locked or secured locations.
- Sensitive Information, when printed, must be cleared from printers immediately.
- Paper shredder systems or on-site locked shredding containers are used to dispose of paper or documents containing Sensitive Information that are no longer needed. Disposal of such paperwork in a regular trash receptacle is prohibited.
- All laptop computers and Blackberry mobile devices containing Sensitive Information must be stored in a secured environment when not in use.
- All fax machines and printers that print incoming faxes must be located in secure, non-public areas.
- The fax transmittal of Sensitive Information must be handled in a secure manner and all outgoing fax phone numbers must be keyed in carefully and double checked.
- E-mailing paperwork containing Sensitive Information is prohibited except by secure email.
- Discussing the details of a case or an applicant with anyone that does not have a legitimate, business-related reason to be discussing the case is strictly prohibited.

All information obtained by the Company will be retained in secure locations for as short a period of time as is necessary to ensure the receipt of original reports by clients and the proper billing and payment for services rendered by the Company. Except as may be required by law, information will not be disclosed, in whole or in part, to any third party including, but not limited to, insurance agents and other clients, without the express written authorization of the client for whom the information was obtained.

All employees of the Company and independent contractors, who perform work for the Company, have agreed to hold all information in the strictest confidence. Employees and independent contractors understand that their employment or contracts may be terminated for failure to abide by the Company's privacy policy.

For more information, visit www.hooperholmes.com.