



CONFIDENTIALITY AND PRIVACY POLICY

This Confidentiality and Privacy Policy is adopted by Live Love & Laugh Homecare Services LLC, a limited liability company organized and existing under the laws of the State of South Carolina, with its principal place of business located at 3604 Fernandina Rd Suite 103G Columbia, SC 29210.

1. PURPOSE

The purpose of this Policy is to ensure that all employees, contractors, and affiliated parties (collectively referred to as "Staff") of the Company understand their obligations to preserve the confidentiality and privacy of sensitive information to which they have access and to protect it from unauthorized access, disclosure, alteration, or destruction.

2. SCOPE

This Policy applies to all forms of information, including but not limited to: electronic data, paper records, and other forms of personal, financial, or confidential information.

3. CONFIDENTIALITY

3.1. Staff shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Company to any person, including relatives, friends, and business and professional associates, other than as necessary in the normal course of business and in accordance with this Policy.

3.2. Staff are required to maintain the confidentiality of all personal and/or sensitive information of clients and shall not access or use this information except as necessary in the normal course of business.

4. PRIVACY

4.1. The Company is committed to protecting the privacy and security of the personal and health information of its clients. The Company shall comply with all applicable laws and regulations related to data protection and privacy, including HIPAA.

4.2. Staff shall ensure that client information is kept private and confidential and shall implement all necessary safeguards to prevent unauthorized access, disclosure, alteration, or destruction of such information.

5. DATA SECURITY

5.1. The Company shall implement and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity, and availability of confidential information.

5.2. Staff are responsible for understanding and complying with the Company's data security policies and procedures.

6. BREACH REPORTING

6.1. Staff shall immediately report any suspected or actual breach of confidentiality or privacy, or any loss, theft, or unauthorized use or disclosure of personal or confidential information to the designated privacy officer of the Company.

6.2. The Company shall investigate all reported incidents and shall take appropriate corrective actions, including notifying affected individuals and regulatory authorities, as required by law.

7. TRAINING AND AWARENESS

7.1. The Company shall provide regular training to Staff on the importance of confidentiality and privacy, and their respective responsibilities under this Policy and applicable laws and regulations.

7.2. Staff are required to acknowledge that they have received and understood this Policy and agree to comply with its terms and conditions.

8. POLICY VIOLATIONS

8.1. Violations of this Policy may result in disciplinary action, up to and including termination of employment or contract, and may subject the violator to legal penalties as provided by law.

9. POLICY REVIEW AND AMENDMENT

9.1. This Policy shall be reviewed and evaluated regularly to ensure that it remains relevant and effective. The Company reserves the right to amend this Policy at any time.

10. CLIENT CONSENT AND RIGHTS

10.1. The Company shall obtain informed consent from clients before collecting, using, or disclosing their personal or health information, except where otherwise permitted or required by law.

10.2. Clients have the right to access and request corrections to their personal and health information held by the Company. The Company shall provide mechanisms for clients to exercise these rights.

11. DATA MINIMIZATION AND RETENTION

11.1. The Company shall collect and retain only the minimum amount of personal and health information necessary to fulfill the purposes for which it is collected.

11.2. The Company shall retain personal and health information for as long as necessary to fulfill the stated purpose or as required by law. Proper disposal methods shall be used to prevent unauthorized access to the information upon its disposal.

12. THIRD-PARTY SERVICE PROVIDERS

12.1. The Company may engage third-party service providers to process or store personal and health information. In such cases, the Company shall ensure that these providers adhere to confidentiality and privacy standards that meet or exceed those outlined in this Policy.

12.2. Contracts with third-party service providers shall explicitly outline the provider's responsibilities regarding the confidentiality and security of personal and health information.

13. CLIENT RECORDS AND AUDIT TRAILS

13.1. The Company shall maintain accurate and detailed records of all access to and transactions involving clients' personal and health information.

13.2. Regular audits shall be conducted to ensure compliance with this Policy and to detect any potential unauthorized access or handling of personal and health information.

14. TECHNOLOGY AND CYBERSECURITY

14.1. The Company shall employ up-to-date technology and cybersecurity measures to protect the confidentiality, integrity, and availability of personal and health information.

14.2. Staff shall receive regular training on cybersecurity best practices and shall be required to adhere to these practices in the course of their duties.

15. INCIDENT RESPONSE PLAN

15.1. The Company shall have a formal incident response plan in place to address any breaches of confidentiality or security incidents involving personal or health information.

15.2. The incident response plan shall outline the steps to be taken in the event of a breach, including containment, investigation, notification, and mitigation strategies.

16. POLICY COMPLIANCE MONITORING AND ENFORCEMENT

16.1. The Company shall regularly monitor compliance with this Policy and shall take appropriate action in the case of any non-compliance.

16.2. Staff found to be in violation of this Policy may be subject to disciplinary action, up to and including termination of employment or contractual relations, in accordance with the Company's disciplinary procedures and applicable law.

17. CHANGES TO POLICY

17.1. The Company reserves the right to modify or amend this Policy at any time. Significant changes to the Policy will be communicated to Staff and clients in an appropriate and timely manner.

18. ACCEPTANCE OF POLICY

18.1. By continuing employment with or service provision to the Company, Staff agree to abide by the terms and conditions of this Policy.

CONFIDENTIALITY AND PRIVACY POLICY

IN WITNESS WHEREOF, the parties have executed this Confidentiality and Privacy policy as of the date first above written. By signing below the employee acknowledges they have received, reviewed, and understands the contract terms.

By: Live Love & Laugh - Homecare Services, LLC

Employer Print: _____

Employer Signature: _____

Date: _____

Employee Print: _____

Employee Signature: _____

Date: _____