

# **Privacy Statement**

## **Self and Other Counseling, PLLC**

Self and Other Counseling, PLLC is dedicated to protecting the privacy of our Web site users. Our privacy policy informs you of how we maintain your confidentiality and privacy on this site. We encourage you to learn what types of data are collected and how we protect that data. It is our policy to never share personal information that can be used to identify you with any company without your consent

### **Privacy Policy**

As a user of this site, you take on certain risks and responsibilities. You also have the right to know how we protect your privacy and confidentiality and what you should expect from us. Self and Other Counseling, PLLC has created this Web site, is responsible for the editorial content, products and services offered on this site and Self and Other Counseling, PLLC maintains the site.

### **Your Role, Responsibilities, and Risks**

You need to be an informed user of this site. Please read all our policies in full so you know how our site works and how you will interact with the site. Pay special attention to your risks as a user. Web site users open themselves up to certain risks, such as data collection. Understand how we collect data and how it is used. It is our goal to protect your personal information from misuse.

### **What You Should Expect**

We will strive to maintain your privacy, confidentiality, and security at all times.

It is our goal to ensure your trust and confidence by providing you with as much information as we can about data collection procedures and information when needed.

We will not intentionally use any personal health information without your permission. We do use non-personal health information which we aggregate for research purposes and to improve usability of this site.

We will notify you accordingly of all data collection practices by posting such practices on this Web site. It is our intention to clearly inform you when your risks or privacy may change during the course of using this site.

We may change our privacy policy without prior notice, but will post new changes prominently on the Web site.

We want you to know that this system operates on a secure server. It is our goal to encrypt your personal information and personal health information before it is transmitted. Encryption is a form of scrambling and de-scrambling, an added security feature designed to help prevent unauthorized persons from seeing your information. Although we make every reasonable effort to protect personal information and personal health information from loss, misuse, or alteration by third parties, you should be aware that there is always some risk involved in transmitting information via the Internet and that hackers or thieves do find ways to thwart security systems. No provider-patient relationship is created unless we specifically notify you that one is created.

We will not accept or show you health information content, sponsored programs, or services that we know to contain false or misleading information or that we know promote ineffective or dangerous products.

## **About the Information We Collect**

We understand that the personal information and personal health information you provide during your visit to our site is highly sensitive and you may have concerns about sharing such information with us. It is our goal to protect your privacy and we strive to develop practices and policies to safeguard your personal and personal health information.

## **Personal Information**

On our site, you may be asked to volunteer your name, e-mail, address and telephone number. We refer to this type of information as “personal information” because it can be used to identify or contact you.

## **Personal Health Information**

When this information is combined with any information on your health, we refer to this information as “personal health information.” We often collect information on site use that has nothing to do with you as an individual, only as an anonymous user of the site. We call this information “aggregate information” and use it for purposes such as improving the usability, quality, and functionality of the site. We intend to use the personal information, personal health information, and aggregate information only for the purposes for which it was provided.

## **Our Site Uses Cookies**

In addition to collecting information that you submit to us, we also rely on “cookies.” A cookie is a numeric code that a Web site transfers to your hard drive for record-keeping purposes. Every computer is assigned a different cookie, but our cookie does not contain or collect your name or other personal identifying information. When you revisit our site, the cookie allows us to recognize you, your interests, and your preferences. We also use cookies to help track the level of interest in different features on our site and to compile data that can help us improve our content.

Your browser software can be set to reject all cookies, including cookies from our site. Most browsers offer instructions on how to reset the browser to reject cookies in the Help section of the toolbar. If you reject our cookie, certain functions and conveniences of the site may not work properly. You do not have to accept our cookie in order to productively use our site. If you accept our cookie, we will never link the cookie to personal information and/or personal health information you provide to us. We will not allow other sites or third parties to use our cookies.

## **Who Collects the Data**

Self and Other Counseling, PLLC collects information in different sections of this site. Self and Other Counseling, PLLC collects most of the data via registration and for specific contact emails. This site also can collect information about you separately from Self and Other Counseling, PLLC such as from job applications, volunteer applications, membership applications, contact us messages, and from gift contribution forms. Self and Other Counseling, PLLC is interested in your information for the purposes of operating the site more efficiently, providing you with more efficient and reliable functionality, and for answering your questions and concerns.

Self and Other Counseling, PLLC may retain the data collected on this site for an indefinite period of time.

## **Where Information Is Collected**

We collect information about you at several places throughout the site. You will be informed on how this information is collected at that time. You will also have the ability to opt-in to information collection when you enter the site or use a service.

## **How We Use Your Personal Information**

We continually seek new ways to maintain your trust as a user and improve our offerings. To provide new and better services, we monitor user traffic patterns and try to

analyze what our users like and do not like about our current offerings so we can design better services for you. We may also use certain information for testing purposes, site development and planning, and during the normal course of maintaining the site. When you use our site, you automatically allow us to collect this information related to these uses. In these cases, researchers, business analysts, system designers, and others may have access to the data we collect.

We do not intend to use or disclose any personal information or personal health information you provide on our site to an unrelated third party without your express permission, except as explained in this section.

You should know that there are circumstances when, in the ordinary course of business, we will share some information about you with a related third party. As stated elsewhere, we may also share aggregate statistical information on our users, sales, traffic patterns and site usage with our business affiliates and sponsors. There is nothing in this information that could be used to identify or contact you.

In certain limited circumstances, we may be legally compelled to release your personal information in response to a court order, subpoena, search warrant, law or regulation. In the event that we are compelled to disclose personal information and/or personal health information to a third party, we will notify you unless doing so would violate the law or court order. We also reserve the right to cooperate with law enforcement authorities in investigating and prosecuting users that violate our rules or engage in behavior that is harmful (or illegal) to other users.

## **Site Ownership and Terms of Use**

We have disclosed the “Site Ownership” and “Terms of Use” for this site. You have the right to know who owns this site and understand the terms and conditions for our Web site. Please read this agreement entirely and carefully prior to using this Web site. By accessing our site, you agree to the terms and conditions outlined in this section.

### **Site Ownership**

This Web site, Self and Other Counseling, PLLC, is solely owned by Self and Other Counseling, PLLC. By accessing and using this site, you agree to the following “Terms of Use” and all applicable laws. If you do not agree to these terms, you are not permitted to access the site or the materials within this site. Self and Other Counseling, PLLC reserves the right to update or change the terms of use or this Web site at any

time without notice to you. The most current version of the terms of use can be reviewed by revisiting this page.