



## Expressive Therapies LLC: Privacy Policy

### **EXPRESSIVE THERAPIES LLC PRIVACY POLICY**

Expressive Therapies LLC (the "Company") is committed to maintaining robust privacy protections for its users. Our Privacy Policy ("Privacy Policy") is designed to help you understand how we collect, use and safeguard the information you provide to us and to assist you in making informed decisions when using our Service.

For purposes of this Agreement, "Service" refers to the Company's service which can be accessed via our website at [www.expressivetherapies.net](http://www.expressivetherapies.net) in which users can register for classes, print documents and sign up for our newsletter. The terms "we," "us," and "our" refer to the Company. "You" refers to you, as a user of Service. By accepting our Privacy Policy and Terms of Use, you consent to our collection, storage, use and disclosure of your personal information as described in this Privacy Policy.

*Note: The information on this website is provided as a service to our members. Expressive Therapies LLC strives to assure our website is accurate and timely, but we cannot guarantee accuracy of the contents. You assume full responsibility for using the information at this site, and you understand and agree that Expressive Therapies LLC is neither responsible for nor liable for any claim, loss or damage resulting from its use.*

### **I. INFORMATION WE COLLECT**

We collect "Personal Information" and "Non-Personal Information."

Definitions:

#### Personal Information

Personal information is information that identifies a specific person. It includes name, address, telephone number, email address, and government-issued identification number.

#### Non-Personally Identifiable Information

Non-personally identifiable information is every kind of information except for personal information.

## **What Types of Personal Information Does Expressive Therapies LLC Collect About You?**

Expressive Therapies LLC collects only personal e-mail information, unless provided by you.

## **What Types of Non-Personal Information Does Expressive Therapies LLC Collect About You?**

### Information collected via Technology

To activate the Service, you do not need to submit any Personal Information other than your email address. To use the Service thereafter, you do not need to submit further Personal Information. However, in an effort to improve the quality of the Service, we track information provided to us by your browser or by our software application when you view or use the Service, such as the website you came from (known as the "referring URL"), the type of browser you use, the device from which you connected to the Service, the time and date of access, and other information that does not personally identify you.

We track this information using cookies, or small text files which include an anonymous unique identifier. "Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Sending a cookie to a user's browser enables us to collect Non-Personal information about that user and keep a record of the user's preferences when utilizing our services, both on an individual and aggregate basis.

For example, the Company may use cookies to collect the following information:

- Date and time you accessed the website
- The name of the file or words you searched
- Areas of the Web site you may visit

## **II. HOW WE USE AND SHARE INFORMATION**

### Personal Information (Uses and Disclosures)

Except as otherwise stated in this Privacy Policy, we do not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties without your consent. We do share Personal Information with vendors who are performing services for the Company, such as the servers for our email communications who are provided access to user's email address for purposes of sending emails from us. Those vendors use your Personal Information only at our direction and in accordance with our Privacy Policy.

We will not disclose your nonpublic personal information unless we are allowed or required by law to make the disclosure

In general, the Personal Information you provide to us is used to help us communicate with you. For example, we use Personal Information to contact users in response to questions, solicit feedback from users, provide technical support, and inform users about promotional offers.

#### Non-Personal Information (Uses and Disclosures)

In general, we use Non-Personal Information to help us improve the Service and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyze use patterns on the Site. This Privacy Policy does not limit in any way our use or disclosure of Non-Personal Information and we reserve the right to use and disclose such Non-Personal Information to our partners, advertisers and other third parties at our discretion.

In the event, Expressive Therapies LLC undergoes a business transaction such as a merger, acquisition by another company, or sale of all or a portion of our assets, your Personal Information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of our assets may continue to process your Personal Information as set forth in this Privacy Policy.

#### Special Health Information (Uses and Disclosures)

Federal and State law create separate privacy protections for certain information that we will call "Special Health Information." Special Health Information is information that:

- Relates to treatment of mental illness or developmental disability, including the identity of persons receiving such treatment;
- relates to the identity, diagnosis, prognosis, or treatment for alcohol or drug dependency;
- is maintained in psychotherapy notes;
- relates to child abuse or neglect.

In order for us to use or disclose Special Health Information for a purpose other than allowed or required by law, we must obtain your written authorization.

Expressive Therapies LLC may Use or Disclose Your Health Information without your written authorization, for the following purposes:

1. Payment. We may use and disclose health information about you so that the treatment and services you receive may be billed to (and payment may be collected from) you, an insurance company or a third party. For example, we may need to give your health plan information so your health plan will pay us or reimburse you.
2. Health care operations. We may use your diagnosis, treatment, and outcome information in order to improve the quality or cost of care we deliver.
3. Appointment reminders. We may use your health information for appointment reminders. For example, we may look at your health information to determine the date and time of your next appointment with us, and then send you a reminder to help you remember the appointment.
4. As required by law. Sometimes we must report some of your health information to legal authorities, such as law enforcement officials in response to a court order, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries, or to respond to a court order.
5. To avoid a serious threat to health or safety. As required by law and standards of ethical conduct, we may release your health information to the proper authorities if we believe, in good faith, that such disclosure is necessary to prevent or minimize a serious and approaching threat to your or the public's health or safety.
6. Workers' compensation. We may disclose your health information to the appropriate persons in order to comply with the laws related to workers' compensation or other similar programs. These programs may provide benefits for work-related injuries or illness.
7. To those involved with your care or payment of your care. If people such as family members, relatives, or close personal friends are helping care for you or helping you pay your medical bills, we may disclose important health information about you to those people. The information disclosed to these people may include your location within our facility, your general condition, or death. You have the right to object to such disclosure, unless you are unable to function or there is an emergency.

SPECIAL NOTE: Except for the situations listed above, we must obtain your specific written authorization for any other release of your health information. If you sign an authorization form, you may withdraw your authorization at any time, as long as your withdrawal is in writing.

### **III. HOW WE PROTECT INFORMATION**

Expressive Therapies LLCs limits the collection of non-personal information to that which is necessary to administer our business, provide quality service and meet regulatory requirements.

We implement security measures designed to protect your information from unauthorized access. We further protect your information from potential security breaches by implementing certain technological security measures including encryption, firewalls and secure socket layer technology. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software. By using our Service, you acknowledge that you understand and agree to assume these risks.

### **IV. LINKS TO OTHER WEBSITES**

As part of the Service, we may provide links to or compatibility with other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through the Site and the Service. Therefore, this Privacy Policy does not apply to your use of a third-party website accessed by selecting a link on our Site or via our Service. To the extent that you access or use the Service through or on another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application. We encourage our users to read the privacy statements of other websites before proceeding to use them.

### **V. YOUR RIGHTS REGARDING THE USE OF YOUR HEALTH INFORMATION**

You have several rights with regard to your health information. Specifically, you have the right to:

1. Inspect and copy your health information. With a few exceptions, you have the right to inspect and obtain a copy of your health information. However, this right does not apply to "psychotherapy notes or information gathered for judicial proceedings. Expressive Therapies LLC reserves the right to have a therapist or other designated employee with you in the event you would like to inspect your health information. In addition, we may charge you a reasonable fee if you want a copy of your health information.

2. Request to correct your health information. If you believe your health information is incorrect, you may ask us to correct the information. You may be asked to make such requests in writing and to give a reason why your health information should be changed. However, if we did not create the health information that you believe is incorrect, or if we disagree with you and believe your health information is correct, we may deny your request.
3. Request restrictions on certain uses and disclosures. You have the right to ask for restrictions on how your health information is used or to whom your information is disclosed. Or, you may want to limit the health information provided to family or friends involved in your care or payment of medical bills. However, we are not required to agree in all circumstances to your requested restriction.
4. Obtain a paper copy of this notice. Upon your request, you may at any time receive a paper copy of this notice, even if you earlier agreed to receive this notice electronically. The website is [www.expressivetherapies.net](http://www.expressivetherapies.net).
5. Complain. If you believe your privacy rights have been violated, you may file a complaint. We will not retaliate against you for filing such a complaint. To file a complaint, please contact us by sending an email to [info@expressivetherapies.net](mailto:info@expressivetherapies.net).

## **VI. CHANGES TO OUR PRIVACY POLICY**

The Company reserves the right to change this policy and our Terms of Service at any time. We will notify you of significant changes to our Privacy Policy by sending a notice to the primary email address specified in your account or by placing a prominent notice on our site. Significant changes will go into effect 30 days following such notification. Non-material changes or clarifications will take effect immediately. You should periodically check the Site and this privacy page for updates.

## **VII. CONTACT US**

If you have any questions regarding this Privacy Policy, please contact us by sending an email to [info@expressivetherapies.net](mailto:info@expressivetherapies.net).

**Last Updated:** This Privacy Policy was last updated on February 1, 2017.