



Intake Psychotherapy & Wellness, LLC

Privacy Policy

Intake Psychotherapy & Wellness, LLC (IPW) is committed to protecting the privacy and confidentiality of our clients. We adhere to the highest standards to ensure that personal information is safeguarded, respecting both legal requirements and ethical obligations.

Our Commitment to Privacy

We comply with the **Health Insurance Portability and Accountability Act (HIPAA)** and take all necessary precautions to safeguard client information. Our goal is to ensure that personal information is used exclusively for its intended purpose and treated with the utmost confidentiality.

Collection and Use of Personal Information

What is Personal Information? Personal information refers to any data that can identify an individual, such as:

- Mental health records (e.g., therapy notes, diagnoses, medications).
- Personal characteristics (e.g., name, date of birth, address, phone number).

Why We Collect Personal Information The primary purpose of collecting personal information is to provide psychological assessments, counseling, and consulting services. For example, we may gather information about:

- Health history and family background.
- Physical and psychological conditions.
- Social situations relevant to treatment.

We may also collect personal information for related purposes, including:

- Establishing a health baseline and tracking changes over time.
- Informing clients about resources, events, or new services.
- Billing and payment processing, including managing unpaid accounts.
- Scheduling appointments, sending reminders, and providing follow-ups.

Consent and Exceptions Personal information is typically collected with the client's explicit consent. Exceptions include emergencies where consent cannot be obtained but is presumed (e.g., the client is unconscious).



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How We Protect Personal Information

IPW employs a variety of methods to safeguard your information:

- **Physical Security:** Files are stored in secure locations.
 - **Electronic Security:** Data is encrypted and protected by access controls.
 - **Authorized Access:** Only authorized personnel and affiliates (e.g., billing specialists, bookkeepers) access personal information, and they do so under strict confidentiality agreements, such as Business Associate Agreements (BAAs).
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Website Privacy

Information We Collect Our website may collect the following:

- Personally identifiable information provided by you (e.g., name, email, phone number).
- Non-identifiable data, such as browser type, operating system, and IP address.

How We Use This Information

- To respond to your inquiries and provide requested services.
- To improve customer service, website functionality, and user experience.
- To send newsletters or promotional materials, if you have opted in.

Cookies and Tracking Technologies Our website may use cookies to enhance user experience. You can adjust your browser settings to disable cookies if desired.

External Links Our website may contain links to third-party sites. IPW is not responsible for the privacy practices of these sites. We encourage you to review their privacy policies before providing personal information.

Privacy Protection for Children

Our services and website are intended for individuals aged 18 and older. We do not knowingly collect personal information from children under 18 without parental consent.



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Use of Third-Party Services

We work with third-party platforms and organizations that may have limited access to personal information, such as:

- Credit card processors.
- Insurance billing services.
- Marketing platforms.

We ensure these third parties comply with privacy regulations through agreements and periodic reviews of their practices.

Rights and Transparency

Your Rights You have the right to:

- Access your personal information.
- Request corrections to inaccurate information.
- Withdraw consent for non-essential uses of your data.
- Request deletion of your data, where applicable by law.

Changes to Our Privacy Policy We may update this policy from time to time. Any significant changes will be communicated via our website. The latest revision date is indicated below.

Last Updated: [12/30/2024]