

# PRIVACY POLICY AND PATIENT CONSENT

Privacy of your personal information is extremely important, while we strive to provide you with quality naturopathic care. We are committed to collecting, using, and disclosing your personal information responsibly. The admin staff are trained in the appropriate use and protection of your personal information and are aware of the privacy of these details. We will not sell, transfer or otherwise disclose any of your personal information to any third party without your consent.

## What personal information do we collect and why?

- PHN (personal health number) and Birthdate: for identity reasons when receiving medical results/reports from medical offices after the patient signs a release of records, as well as for when you are eligible for Premium Assistance.
- Mailing Address, phone number: as a secondary identifier when requesting medical results; also for medical receipts for extended health and tax purposes; we also do phone call reminders if this is your preference.
- Email Address: we send out email reminders for appointments (unless you choose to be reminded via phone); we also send out clinic updates and newsletters via email if you choose to receive them.
- Credit Card Number: we only put a credit card number on your file if you request to have it, in order to charge for visits or supplements when needed.

We take every precaution to ensure your personal information is kept confidential and secure. We frequently update our computer systems with firewalls and anti-viral programs. Any paper with patient information on it is shredded on the premises. Charts containing personal information are secured in a filing cabinet away from public view.

We do not collect personal information from children without permission from the child's parent or guardian. In the case of divorced or single-parent homes, we obtain this consent from the parent bringing the child into the office.

If you need to correct any of your personal information or remove your name from our email contact list, simply contact our office via phone or email. We also have an unsubscribe icon that you can click on our newsletter. By law, we keep patients' files for a minimum of seven years. If you feel we are not adhering to our Privacy Policy, please let us know.

## Consent

I have reviewed the above information that explains how my personal information is collected, used, and disclosed, and the steps taken to protect my personal information.

## Name

Margaret Mead

## Signature

