

## **SMS PRIVACY POLICY**

Most Recent Update: 4-20-24

This Privacy Policy explains how Vanessa H Staton, MA, LPA collects, uses, and discloses the personal information of my clients as well as visitors to my website at [vanessastaton.com](http://vanessastaton.com).

### COLLECTION OF PERSONAL INFORMATION

Information collected directly from you:

I will collect information from you during online and in-person meetings. The forms on my website cannot be completed there so no personal data will be collected on the website. I have examples of forms we will complete when we meet or you may choose to have the forms emailed to you and turned in at your first meeting or returned to me by email or fax. Information I may collect directly from you will include name, date of birth, address, email address, phone numbers, emergency contact, insurance information, and clinical data. This data will be kept/stored via HIPPA-compliant procedures.

Information collected from your device:

My website is secure. I do not use tracking technologies on my website. No information will be collected from your device by my business. If we communicate by email, I do not use any tracking technology. You will be the entity giving me all the information you choose to give me about your involvement with my practice as a client.

Information collected by advertising partners:

I do not do any advertising. I do not have any advertising partners and will never collect or share data about you in this manner.

### USE OF PERSONAL INFORMATION:

I will use the personal information you give me to provide mental health services to you. With your consent (see [CONSENT FOR TEXT AND EMAIL COMMUNICATIONS FORM](#) and [PRIVACY NOTICE](#) at [vanessastaton.com](http://vanessastaton.com)), I may send you appointment reminders, respond to your questions or concerns, and inform you about upcoming groups, vacations, etc.

#### DISCLOSURE OF PERSONAL INFORMATION:

I am the only therapist at my office so there are no third parties involved in your treatment. I do my administrative work( billing and record-keeping). If I need to consult with another professional about you in a way that your personal information will be disclosed, I will first obtain your permission (signed or oral).

The exception to this will be disclosure of your information to manage emergencies: to prevent harm to yourself, harm to someone else, or to report child abuse.

Your personal information might be disclosed to comply with applicable laws and regulations, to respond to a subpoena, and other lawful requests for information. Your rights to confidentiality will be protected as much as possible in all of these situations, only the essential information will be disclosed, and you will be informed that data has been disclosed.

#### EMAIL AND TEXT COMMUNICATIONS:

If you wish to stop receiving emails or text (SMS) messages from me, inform me directly, I will have you sign regarding your decision, and it will immediately be recorded in your file. Also, you may reply to any email or text with the words STOP, QUIT, CANCEL, OPT-OUT, or UNSUBSCRIBE.

#### YOUR PRIVACY RIGHTS:

Please see my PRIVACY NOTICE at [vanessastaton.com](http://vanessastaton.com) for a full description of your privacy rights when receiving services through Vanessa H Staton, MA, LPA. These rights may include the right to access your personal information, request that I send your information to another service provider, or discuss corrections or deletions. To discuss or access any of your rights, contact me (Vanessa Staton) at [vanessa@vanessahstaton.net](mailto:vanessa@vanessahstaton.net) or call me at 704-364-1106.

#### CHANGES TO THIS PRIVACY POLICY:

I may update this privacy policy at any time. Please review it frequently.

CONTACT INFORMATION:

Vanessa H Staton, MA, LPA, [vanessa@vanessahstaton.net](mailto:vanessa@vanessahstaton.net) (email),

6715-A Fairview Road, Charlotte, NC 28210

704-364-1106, phone      866-210-4848, fax