

## PRIVACY POLICY

**Introduction:** This Privacy Policy describes how we collect, use, and protect your personal information. We are committed to maintaining the confidentiality and security of your information.

**Information We Collect:** We collect personal information that you provide to us, such as your name, address, phone number, email address, and any other information you choose to share with us. We also collect information about your interactions with our services, including appointment details and payment information, as documentation for both billing and ongoing care.

**How We Use Your Information:** We use your personal information to provide you with our services, communicate with you about your appointments, process payments, and improve our services. We may also use your information to comply with legal and regulatory requirements.

**Disclosure of Information:** We do not disclose your personal information to third parties without your consent, except as required by law or to provide services on your behalf. We may share your information with our business associates who are bound by confidentiality agreements.

**Your Rights:** You have the right to access, correct, or delete your personal information. You also have the right to request a copy of your personal information and to restrict or object to the processing of your information.

Security Measures: We take appropriate security measures to protect your personal information from unauthorized access, use, or disclosure. These measures include encryption, secure storage, and regular security audits.

**Changes to This Policy:** We may update this Privacy Policy from time to time. We will notify you of any significant changes and provide you with an opportunity to review the updated policy.

**Confidentiality and Data Encryption:** We may use an AI data recording service to ensure we capture all appropriate data from the session, particularly for those requiring insurance billing. This information is encrypted at-rest and in-transit using standard encryption schemes. This data and practitioner must adhere to HIPAA compliance and sign BAAs with Freed, or any similar company, where data is captured. Freed regularly reviews vendor security practices to ensure continued high standards All AI models are HIPAA-compliant and don't retain data. Protected health information is never used for AI training purposes. Patient information is encrypted at-rest and in-transit. Patient recordings are temporarily saved in a secure and HIPAA-compliant manner until note summaries and quality checks are complete, and then they are automatically deleted.

Contact Us: If you have any questions or concerns about this Privacy Policy, please contact us at <u>amy@amysaloner.com</u> or 760-688-0997.