

Privacy Policy

Effective Date: [Insert Date]

Adolam Counseling ("we," "our," or "us") is committed to protecting your privacy and safeguarding your personal information. This Privacy Policy explains how we collect, use, and protect information when you visit our website, contact us, or engage in our counseling and life coaching services.

1. Information We Collect

We may collect the following types of information:

- **Contact Information:** Name, email address, phone number, and mailing address when you fill out a contact form, schedule an appointment, or subscribe to communications.
- **Health Information:** Information shared during therapy sessions, intake forms, and related clinical documentation, which is protected under the Health Insurance Portability and Accountability Act (HIPAA) for therapy clients.
- **Website Usage Data:** Information automatically collected through cookies or analytics tools, such as your IP address, browser type, pages visited, and time spent on our site.

2. How We Use Your Information

We use the information we collect to:

- Schedule and provide therapy or life coaching services
- Communicate with you regarding appointments, billing, and treatment
- Maintain accurate clinical and administrative records
- Improve our website and the services we offer
- Comply with legal, regulatory, and ethical obligations

3. Confidentiality of Therapy Services

Information shared during therapy sessions is confidential and protected under HIPAA and applicable state laws governing licensed professional counselors. This information will not be disclosed without your written consent, except in circumstances required or permitted by law, including but not limited to:

- Risk of harm to yourself or others
- Suspected abuse or neglect of a child, elderly person, or vulnerable adult
- Court orders or legal proceedings
- Coordination of care with other treatment providers, when authorized by you

A separate Notice of Privacy Practices, provided at the start of treatment, outlines your HIPAA rights in greater detail.

4. Life Coaching Services

Life coaching services are not considered clinical treatment and are not subject to HIPAA protections in the same manner as therapy services. However, we still hold your personal information with the same level of care, discretion, and confidentiality.

5. Website Cookies and Analytics

Our website may use cookies or third-party analytics tools (such as Google Analytics) to understand how visitors interact with our site. You may disable cookies through your browser settings; however, this may affect certain website functions.

6. Data Security

We implement reasonable administrative, technical, and physical safeguards to protect your personal and health information from unauthorized access, disclosure, alteration, or destruction. While we take reasonable precautions, no method of electronic storage or transmission is completely secure.

7. Third-Party Links

Our website may contain links to third-party sites (such as payment portals or scheduling platforms). We are not responsible for the privacy practices or content of these external sites.

8. Your Rights

You have the right to:

- Request access to your clinical records
- Request corrections to inaccurate information
- Request a list of certain disclosures of your health information
- Withdraw consent for future communications, where applicable

9. Children's Privacy

Our website is not directed toward children under the age of 13, and we do not knowingly collect personal information from children through our website without parental consent.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.

11. Contact Us

If you have questions about this Privacy Policy or how your information is handled, please contact:

Tammy McKibbin, MA, LPC-A, NCC
Supervised by: [Supervisor's Full Name], LPC-S
Adolam Counseling

[Email Address]
[Phone Number]
[Practice Address]