

# PRIVACY POLICY

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Your privacy is important to me. The purpose of this policy is to tell you what personal information I collect, how I use it, whether I disclose it to anybody else, how long I keep it and how you can access your personal information.

**Personal information:** Personal information means any information about you except your name, home address and telephone number if these are published in a telephone book or other directory. Business information (i.e. business cards) is not considered personal.

**Accountability:** My massage therapy practice is a sole proprietorship; therefore I am responsible for the personal information under my control and am also the designated Privacy Officer for my business. I am responsible for compliance with this policy and with privacy legislation. If you wish to contact me you can do so in one of the following ways:

1. By telephone: 519-569-9890
2. By email: Jennifer@medeirosrmt.com
3. By mail: 538 Victoria St. S. Kitchener, ON N2M 3A9

## What personal information do I collect?

When you purchase a service or product from me I may collect some or all of the following personal information:

1. Name, address and telephone number
2. E-mail address and facsimile number
3. Occupation
4. Date of birth
5. Marital status
6. Next of kin and emergency contact information
7. Similar information about other members of your family
8. Health information

## The security of your personal information is important to me:

I use your personal information for the purposes identified below. Files are kept in a locked filing cabinet. All temporary staff (cleaning staff, bookkeepers, peer auditors) is bound under contract to respect your information and also operate under privacy legislation. In extremely rare cases, your records may be subpoenaed by the legal system. In this instance, I am obligated to turn over copies of your records to the responsible authorities.

## How do I use your personal information?

Your personal information is used by me to determine if massage therapy or other services available to you could be of benefit to you and your family members. It is also to ensure that you get the best possible care for any and all of your health concerns.

### **Sometimes I have to share your personal information:**

I do not sell your personal information to third parties. I may share some or all of your information with other health care providers you are already affiliated with. With your written permission, information may be shared with an insurance company, lawyer, and will be addressed on a case-by-case basis.

### **How long do I keep your personal information?**

I retain your personal information for a ten (10) year period after your final visit with me, which is mandated by my governing body.

### **What can you do if you want to limit the use to which I put your personal information?**

If you do not want me to disclose your personal information in a particular way, please contact me, as I am the Privacy Officer for my business.

### **You can request access to your personal information:**

You have a right to access the personal information that I have about you. You also have a right to request the personal information, which you believe to be inaccurate, be corrected. If you wish to access your personal information you should contact me. A fee may be charged in instances where an office visit is needed to go over a file, or if a photocopy of a file is requested.

### **Questions or concerns?**

If you have any questions or concerns about this privacy policy or about the collection, use or disclosure of your personal information, please contact me. If my response is not satisfactory, you can get more information from:

**Privacy Officer for the College of Massage Therapists of Ontario** at: 1867 Young St., Toronto, ON M4S 1Y5, 1-800-465-1933

**Privacy Commissioner of Canada:** 112 Kent St., Ottawa, ON K1A 1H3, 1-800-282-1376, [www.privcom.gc.ca](http://www.privcom.gc.ca)