

BODY & SOUL THERAPY LLC PRIVACY POLICY

Disclaimer: The information provided on this site is for general marketing purposes only. It is not intended to be used as a substitute for therapy or counseling advice. Any concerns or questions you have about your mental or emotional health or that of your family should be discussed with your therapist or counselor. Please note that medical information is constantly changing. Therefore some information may be out of date.

Body & Soul Therapy LLC (“Body & Soul”) is committed to protecting the privacy of its clients and customers. Body & Soul maintains safeguards to store and secure information about its clients and customers. The safeguards may be physical, electronic, or procedural. This Privacy Policy (“Policy”) describes: (i) how Body & Soul collects information from its websites and through your other voluntary interactions with Body & Soul (e.g., communication with Body & Soul Contact Center, download and completion of a patient information form, download and completion of a coaching information form, registration to a Body & Soul event, participation in a client survey); and (ii) how Body & Soul uses this information. With respect to the website, please note that this Policy applies only to Body & Soul’s website and not to the websites of unrelated third-party companies or organizations to which the Body & Soul provides links, or to any software that may be downloaded from Body & Soul’s website.

By visiting the Body & Soul website (i.e., www.bodyandsoultherapy.com), becoming a client or customer, or otherwise voluntarily submitting information to Body & Soul, you agree to this Policy. Body & Soul reserves the right to make changes to this Policy at any time; in such case, Body & Soul will post a notice that this Policy has been modified by revising the “Last updated” date at the bottom of this page.

What information does Body & Soul collect?

Body & Soul collects two types of information: (1) non-personally identifiable information for everyone who visits its website; and (2) personally identifiable information for clients, website users who fill out forms, and anyone who purchases or requests products, services, or information.

Non-personally identifiable information

Body & Soul employs cookies to collect information about visitors to the Body & Soul website, including pages viewed and the order visited, terms used in searching the website, and services investigated or purchased. Body & Soul uses cookies to offer greater functionality, and the information generated from these cookies is used to help determine which services are most important and to guide business decisions.

Users who do not desire the functionality offered by cookies may disable cookie functionality in their browsers or through settings on their mobile devices; however, users who do so may not be able to use some features of the Body & Soul website.

Personally identifiable information

In addition to the non-personally identifiable items listed above, Body & Soul may ask a user to provide personally identifiable information (e.g., name, address, zip code, email address, telephone number, fax number, credit card payment information) in order to purchase a product, participate in an activity, subscribe to a newsletter, fill out a form, request information, or otherwise interact with Body & Soul. In addition, users may be asked to update their contact information.

Body & Soul may also collect email addresses voluntarily provided via form downloads, website registrations, service purchases, client surveys, downloads of certain materials, and email

communication sign-ups.

Credit card information: Body & Soul does not disclose the credit card account information or activity of its clients. When clients and customers pay using their credit cards, Body & Soul submits this information encrypted to obtain payment from the appropriate clearing house. If credit card numbers are stored in Body & Soul databases, they are encrypted.

How does Body & Soul use information collected?

Body & Soul may use the information it collects to better serve clients, customers, and visitors to the Body & Soul website in the following ways:

Body & Soul uses information collected to improve its web content, to respond to visitor needs and preferences, and to develop new services.

Disclosure to third parties

Like many other organizations, Body & Soul may use outside marketing companies to place and monitor advertisements or links on the Body & Soul website. These companies may use non-personally identifiable information (e.g., links clicked on during a visit, browser type, time and date, subject of advertisements clicked on or scrolled over) and personally identifiable information (e.g., zip code) during your visits to the Body & Soul website and other websites in order to provide advertisements about products and services more likely to be of interest to you. These companies typically use a cookie or a third-party web beacon to collect this information. Body & Soul is not responsible for the collection or use of information by such marketing companies or third-party websites.

Emails

Once someone voluntarily provides an email address, Body & Soul assumes it has permission to email that person with questions, transaction follow-up, and advertisements, and to send bulk email messages. Body & Soul collects data to track the effectiveness of emails, which enables Body & Soul to better serve its audience.

As noted earlier, there are instances in which Body & Soul may share email addresses of its clients and customers with outside service providers who are under an obligation of confidentiality; and, Body & Soul may sell its email contacts to third parties, however the third party will provide an opt-out ability on any communications.

Disclosure required by law or emergency circumstances

Body & Soul may release personal information to third parties in order to comply with legal requirements.

External relationships

You may visit third party websites via links located on the Body & Soul website. When the user interacts with these third party websites, whether as a result of following links from the Body & Soul website, within a Body & Soul email, or otherwise, different rules and privacy policies may apply. Since Body & Soul does not control the collection of information or the use of information collected via these other organizations' websites, Body & Soul is not responsible for their privacy practices, security, or content.

Opting out

While Body & Soul hopes that the information in this Policy helps you understand how Body & Soul uses and protects your information to provide you with better service, you may still choose not to receive information from Body & Soul.

Email opt-out

All of the Body & Soul marketing emails and some of its informational emails include a link for unsubscribing. Body & Soul will apply your unsubscribe request as quickly as possible. However, because there may be email campaigns already in progress, you may continue to receive emails from the website for a few days. Body & Soul requires up to 14 days to apply your unsubscribe request. After this time, you should no longer receive marketing or informational emails from Body & Soul.

For questions or concerns about this Policy, please contact _____

Last updated: January 30, 2015