

Professional Psychological Associates  
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## NOTICE OF PRIVACY PRACTICES

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Thank you for visiting Professional Psychological Associates website and reviewing our Privacy Policy. This notice describes how health information about you may be used and disclosed and how you can get access to this information.

Please review it carefully.

### Website Privacy Policy

Professional Psychological Associates (PPA) is sensitive to protecting the privacy of our website visitors. The purpose of this Privacy notice is to let you know how we handle information received from you through this website, as well as inform you of the risks involved when you communicate or provide information by way of the Internet. By continuing to use this site, you consent to our terms of use.

During your visit to our website, remember that the health information presented here is intended to be general in nature, and should not be viewed as a substitute for professional advice. Please consult with a health care professional for all matters relating to personal health care issues.

### Health Information

Certain health information about you is protected under the Health Insurance Portability and Accountability Act ("HIPAA") and applicable state laws. This information may be provided by you on online, or may be collected by us from other methods such as through a health care provider. We strive to protect covered health information as required by HIPAA and applicable state law. Similarly, we may use covered health information as permitted by HIPAA and applicable state law.

Please refer to our Privacy Practices document regarding health information under HIPAA.

## Security/Confidentiality

No transmission of data over the Internet or any wireless network can be guaranteed to be 100% secure. We will, however, use a number of physical security methods, electronic security methods, and administrative methods to protect the security, confidentiality, and integrity of information submitted through this web site.

## Information Collection and Storage

Personally Identifiable Information: We do not purposely collect information that personally identifies you unless you choose to provide it to us (for example, web pages that allow you to register for a class, complete an online job application or send an e-mail message). The personal information you submit is shared only with those people within PPA who need this information to respond to your question or request, third parties who provide services for you on our behalf (such as payment processors), and as otherwise permitted by law to allow us to operate our business or to comply with applicable laws.

As used in this Privacy Statement, personal information does not include information protected under HIPAA or applicable state laws, which is protected as described in the section "Health Information" above.

## Email

Most email does not provide a completely secure and confidential means of communication. It is possible that your email could be viewed inappropriately by another Internet user. If you choose to provide us with your email address or to send us information using email, such as through our "contact us" or "e-Learning" sections, any misaddressing may result in others intercepting, altering, forwarding or using the information without authorization/ If you wish to keep your information completely private, you should not use email.

From time to time, a representative from PPA may wish to deliver information to you via email. In addition, PPA may occasionally distribute news and announcements via email. Please note, we do not sell, trade, or otherwise share our email lists with others. You may remove your name from any list you have registered for using our website's established method.

## Non-Personally Identifiable Information

We may collect information that does not personally identify you for various purposes (for example, website usage, traffic patterns, site performance and related statistics based on our tracking record of your visits to our website).

We may collect some of this information using persistent "cookies" to recognize a repeat visitor; this helps us collect general information about how our site is viewed. We may also collect and log the IP address of each visitor to gather aggregate data on visitors to our site. Keep in mind that neither cookies nor IP addresses are used to collect any personal information from you.

## Links To Other Websites

Our website contains links to other websites that are not managed or controlled by us. These links are provided for your convenience only. We do not review, endorse or take responsibility for the content of these other websites. If you choose to access such sites, you are subject to the privacy policies of those sites.

#### Information From Children

Our website is not intended to attract or collect information from children under the age of 13, unless they receive verifiable parental consent. If you think we have collected personal information from a child under the age of 13 through this website, please contact us immediately.

#### Printing or Downloading Information

Unless otherwise stated, you may print or download information from our website for personal noncommercial use only. You must, however, identify the source of the material and include a statement that the materials are protected by copyright law.

#### Disclaimer of Warranties. Content Accuracy

Although PPA attempts to ensure the integrity and accuracy of the Site, it makes no representations, warranties or guarantees whatsoever as to the correctness or accuracy of the Site and Content thereon. It is possible that the Site could include typographical errors, inaccuracies or other errors, and that unauthorized additions, deletions and alterations could be made to the Site by third parties.

Changes are periodically made to this Privacy Statement without notice.

#### Contact Us

To address your individual rights or if you have any privacy-related questions or comments related to this privacy policy, please send an email to [drstacy.ppa@bright.net](mailto:drstacy.ppa@bright.net).

You can also contact us by writing to this address:

3745 Shawnee Road, Suite 105, Lima, OH 45806

BY USING THIS SITE, YOU CONSENT TO THE TERMS AND CONDITIONS OF THIS PRIVACY POLICY AND TO OUR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSES STATED ABOVE.  
IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS PRIVACY POLICY, PLEASE DO NOT USE THE SITE.

Effective November 1, 2018