



## **Privacy Policy**

Along with providing our clients with quality care, protecting the privacy of your personal information is an important part of The 13th Child Autism & Behavioral Coaching, inc. We understand the importance of protecting your personal information. We are committed to collecting, using and disclosing your personal information responsibly. We also try to be as open and transparent as possible about the way we handle your personal information.

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Our company's CEO, Rebecca McKee, acts as our privacy information officer. You can be assured that in providing the services hereunder, she will collect, use, maintain, disclose and destroy all of your personal information in accordance with all applicable privacy laws and regulations. Notwithstanding the foregoing, The 13th Child Autism & Behavioral Coaching, inc. will retain its files for 7 years after services are terminated.

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## **Collection, Usage and Disclosing of Clients' Personal Information**

The 13th Child Autism & Behavioral Coaching, inc. ensures that...

- Only necessary information is collected about you and/or your child.
- We only share your information with your consent, on your own behalf and that of your child (with the exception of mandatory disclosure of information as required by law.)
- Storage, retention and destruction of your personal information complies with existing legislation and privacy protection protocols.
- Our privacy protocols comply with the Privacy Acts and related applicable law.

**Our office will collect, use and disclose information about clients...**

- To deliver safe and efficient care
- To identify and to ensure continuous high quality service
- To provide treatment, care and services in relationship to the practice of ABA in accordance with the BACB
- To communicate with other treating service providers, with your consent, including specialists and educators
- To allow us to maintain communication in order to distribute treatment information and for scheduling
- To allow us to efficiently follow-up for treatment, care and billing
- To comply with legal and regulatory laws including the Privacy Acts
- To invoice for goods and services
- To process payments
- To collect unpaid accounts

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**Policies Applicable to Employees**

We require the cooperation of all employees of The 13th Child Autism and Behavioral Coaching, inc. in ensuring that our Client’s information remains confidential. All staff members who come in contact with personal information are aware of the sensitive nature of the information that disclosed to us. Our team is all trained in the appropriate uses and protection of your information.

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**Storing and Destroying our Client’s Protected Health Information**

- Paper documents are kept in fire-proof filing cabinets under lock and key.
- Our company uses strong passwords and regularly updates them.
- We only share passwords with necessary team members.
- Our facility maintains a shredding policy.
- If documents are converted to electronic copies, both the original file and digital versions will be destroyed.

Signature \_\_\_\_\_

Date\_\_\_\_\_