

## Notice of Privacy Practices

At Architects For Learning - Wellesley, LLC (AFL), we respect the personal privacy of all our clients. As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this notice describes how AFL may use and disclose information about our clients.

AFL collects personal and financial information about our clients from the following sources:

- Information clients provide to us orally and in agreements, contracts, applications, and documents related to engaging and paying for our services;
- Information provided orally or in writing by third parties (e.g., extended family or other professionals).

AFL uses clients' personal information for the following purposes:

- To operate our business and provide requested services;
- To contact clients regarding appointments;
- To create medical and financial records related to services provided; and
- To bill for services rendered and obtain payment.

Within our practice, AFL restricts access to clients' personal and financial information to the employees who need to know that information. (The term "employee" refers to full time staff and independent contractors hired by AFL.) To ensure security and confidentiality, AFL maintains physical, electronic, and procedural safeguards to protect the privacy of our clients.

AFL will not disclose our clients' personal or financial information to anyone unless clients have specifically authorized us to do so in writing or unless we are permitted or required to by law.

Clients have the following rights regarding their personal information:

- Clients may inspect and obtain a copy of their medical and financial records. (Note that psychotherapy and internal process notes may not be inspected or copied). Requests to inspect or copy records must be submitted in writing.
- Clients may ask AFL to amend personal information in their records if they believe it is incorrect or incomplete; such requests must be submitted in writing. AFL may deny an amendment request if, in its opinion, that request pertains to: (a) information that is accurate and complete; (b) information that is not included within records clients are permitted to inspect and copy; or (c) information that was not created by AFL.
- Clients may revoke their authorization to use and/or disclose their personal information at any time. Requests to revoke authorization must be submitted in writing.