

Privacy Policy

Tara Hope Counselling is committed to maintaining the privacy and confidentiality of all personal information shared during counselling services. This Privacy Policy outlines how I collect, use, and protect your personal information in accordance with applicable laws and ethical guidelines.

1. Collection of Personal Information

To provide counselling services, we may collect the following information:

- Personal details (e.g., name, address, phone number, email address)
- Health and medical history
- Personal, family, or employment-related information relevant to your care
- Payment and billing information

All information is collected with your explicit consent and is strictly necessary for the delivery of services.

2. Use of Personal Information

Your information will be used exclusively for:

- Providing counselling services
- Maintaining and managing client records
- Communicating with you regarding appointments, follow-ups, or treatment plans
- Fulfilling legal or regulatory requirements

3. Confidentiality

Your privacy is a priority. All information shared during sessions is confidential, with the following exceptions:

- You provide written consent to share information.
- There is a risk of harm to yourself or others.
- A court order or legal obligation requires disclosure.
- Reporting is mandatory for specific situations (e.g., child or elder abuse).

4. Data Protection and Security

I prioritize the security of your personal information and have implemented measures to ensure its protection, including:

- **Physical Security:** Paper records are stored in a locked, secure location. Only I [Tara Hope] have access.
- **Digital Security:** Electronic records are protected with encryption, password-protected systems, and firewalls.
- **Limited Access:** Only I [Tara Hope] have access to your information, strictly on a need-to-know basis.

Additionally, I regularly monitor and update security protocols to adapt to evolving threats. In the event of a data breach, affected individuals will be promptly notified, and appropriate actions will be taken to mitigate risks.

5. Data Retention

I retain personal information only for as long as it is required to fulfill the purposes outlined in this policy or to comply with legal and regulatory obligations. When information is no longer needed, it is securely destroyed using appropriate methods.

6. Access and Correction

You have the right to request access to the personal information held about you and to correct any inaccuracies. To make such a request, please contact me at the details provided below.

7. Questions and Concerns

If you have any questions or concerns about this Privacy Policy or your personal information, please contact me directly.

Contact Information:

Phone: +1-343-307-8837

Email: tarahopercounselling@outlook.com

Address: 367 4th Street, Courtenay, BC, Canada V9N 1G8

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