**Naomi Hardee Massage Therapy, LMT v Privacy Practices**

**Version 5-2022**

Naomi Hardee Massage Therapy, LMT recognizes the significance and importance of your information and security. We are committed to ensuring the information you share on our website and in our office is handled carefully and with consideration.

**We may collect personal information about you, including:**

* Contact information such as name, email address, and phone number
* Payment and financial details, such as payment card number, expiration date, authentication code, and billing address
* Credit/Debit Card information is not stored, your card is processed with you present

**We may use information we obtain about you to:**

* Schedule appointments
* Process payment for services and goods with your approval
* Send you information or materials (including first-appointment paperwork, or any updated paperwork in future)
* Maintain a record of your purchases
* Respond to your questions and comments
* Communicate with you about our products, services, offers, and promotions by your request (you always have the option to unsubscribe from emails)
* Comply with applicable legal requirements and industry standards

**We may disclose collected information to:**

* To contractors, service providers, and other third parties with your permission
* To comply with any court order, law, or legal process, including to respond to any government or regulatory agency
* If we believe disclosure is necessary to protect the rights, property, or safety of NHMT or others

**We store all information securely:**

* Digital information is stored on a secured drive which only NHMT has access to
* Physical information is stored in a locked filing cabinet and only accessed when appropriate

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature (required if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_