



Zenia Mihevc MSW

A Little Zen

Counselling In & Out Of The Office

PRIVACY POLICY

Privacy of personal information is an important principle to Zenia Mihevc MSW. I am committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and service I provide. I also try to be open and transparent as to how I handle personal information. This document describes my privacy policy.

WHAT IS PERSONAL INFORMATION?

Personal information is information about an identifiable individual. Personal information includes information that relates to: an individual's *personal characteristics* (e.g., gender, age, income, home address or phone number, ethnic background, family status); *health* (e.g., health history, health conditions, health services received by them); or, *activities and views* (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation by an individual). Personal information is different from business information (e.g., and individual's business address and telephone number). This is not protected by privacy legislation.

CONFIDENTIALITY

All services provided are private and confidential. With Zenia Mihevc MSW your confidentiality is respected, valued and protected.

Personal data collected during your therapy session(s) is kept confidential. Personal information is not disclosed to any other third parties except if specifically requested by yourself or required by law. However, there are a few exceptions to the rule that include:

- If a therapist suspects that you may seriously harm yourself, a child or someone else, or in some court proceedings, they are obliged to report their suspicions.
- Under certain conditions, the courts can also subpoena therapy records and your therapist's testimony.

RETENTION AND DESTRUCTION OF PERSONAL INFORMATION

I am required to retain personal information for some time to ensure that I can answer any related question you might have about the services provided and for my own accountability to external regulatory bodies. However, I do not want to keep personal information too long in order to protect your privacy.

I keep client files for seven years. I will destroy paper files containing personal information by shredding. I will destroy electronic information by deleting it and, when the hardware is discarded, I ensure that the hard drive is physically destroyed.

If you have any questions about client privacy and confidentiality laws, please do not hesitate to contact me.

Zenia Mihevc

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