



B Mindful Studios LLC

Privacy Policy and Notice of Privacy Practices

Effective Date: February 9, 2026

1) Who We Are

B Mindful Studios LLC (“we,” “us,” or “our”) is a solo, virtual-only psychotherapy practice serving adults located in Indiana. We do not provide substance use disorder treatment. We may also offer workshops and digital products advertised on our website and sold through Etsy.

Website: bmindfulstudios.com

Email: info@bmindfulstudios.com

Phone (HIPAA-compliant line): 765-705-0081

Mailing address: 825 College Blvd, Ste PMB 1010, Oceanside, CA

2) Emergency and Crisis Resources

This practice is not a crisis center and is not able to provide emergency response. Do not use email, the website contact form, or portal messages for urgent or life-threatening situations.

- If you are in immediate danger, call **911** or go to the nearest emergency room.
- If you are experiencing suicidal thoughts or emotional distress, call or text **988** (U.S. Suicide & Crisis Lifeline).

3) What This Policy Covers

This document has two parts:

Part A — Website Privacy Policy

(Information collected when you visit our website, submit the contact form, click scheduling links, or purchase digital products.)

Part B — Notice of Privacy Practices (HIPAA)

(How we use and disclose protected health information (PHI) related to psychotherapy services and your rights.)

PART A — Website Privacy Policy

A1) Information We Collect on Our Website

Information you provide may include:

- Your name, email address, phone number, and message content if you use our contact form or email us.
- Information you submit through linked scheduling or intake tools (for example, Headway).
- Workshop registration information (if offered).
- Order details for digital products purchased through Etsy (we receive order details needed to fulfill purchases; payment details are handled by Etsy).

Information collected automatically may include:

- Device and usage data such as IP address, browser type, pages visited, and approximate location (city/region).
- Cookies or similar technologies used for website functionality, analytics, and advertising measurement.

A2) Cookies, Analytics, and Advertising

- We use Google Analytics to understand how visitors use our website and to improve content. Google Analytics may set cookies and collect usage data.
- We may advertise our services on platforms such as Psychology Today, Clinicians of Color, Google Ads, TikTok, Pinterest, and Facebook. These platforms may use cookies or tracking technologies to measure ad performance and show interest-based advertising, according to their own policies.

A3) How We Use Website Information

We use website information to:

- Respond to inquiries and provide requested information.
- Help you schedule an appointment through our scheduling links.
- Provide customer support for workshops or digital products.
- Maintain and improve our website (including troubleshooting and analytics).
- Market our services and measure advertising effectiveness.
- Protect our website and prevent fraud or misuse.
- Comply with legal obligations.

A4) Third-Party Platforms We Use

Our website and services rely on third-party platforms. When you click links to these platforms, their privacy policies and terms apply.

- GoDaddy (website hosting and website tools)
- Google Analytics (website analytics)
- Headway (scheduling, intake forms, insurance verification, and billing)
- Rula Health (may be used for scheduling and/or services, depending on your plan)
- Zoom for Healthcare (telehealth sessions)
- SimplePractice (clinical documentation for certain clients)
- Etsy (digital product purchases and order fulfillment)

A5) Payments and Billing

For therapy services, we accept insurance and self-pay. Insurance billing and payment processing are handled through Headway. For digital products, purchases are completed through Etsy.

If you are uninsured or self-pay, you may request a Good Faith Estimate of expected charges as required by U.S. law.

A6) Contact Forms and Sensitive Information

Please do not submit highly sensitive clinical information (for example, detailed mental health history) through the website contact form. If you are an established client, use the secure client portal for clinical communications.

A7) Your Choices (Cookies and Marketing)

You can:

- Adjust your browser settings to block or delete cookies (some site features may not work properly).
- Use Google's and social media platforms' ad settings to limit interest-based advertising.
- Request that we communicate with you using your preferred method (for example, portal-only).

A8) Children's Privacy

Our website and services are intended for adults (18+) and are not directed to children. We do not knowingly collect personal information from children.

A9) Updates to the Website Privacy Policy

We may update this Website Privacy Policy from time to time. The updated version will be posted on our website with a revised effective date.

PART B — Notice of Privacy Practices (HIPAA)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

B1) Our Duties

We are required by law to maintain the privacy of your protected health information (PHI), provide you with this notice of our legal duties and privacy practices, and follow the terms of this notice currently in effect. We will notify you as required by law if a breach occurs involving unsecured PHI.

B2) How We May Use and Disclose PHI (Without Your Written Authorization in Many Cases)

We may use and disclose PHI for:

- **Treatment:** to provide, coordinate, or manage your care.

- **Payment:** to bill and obtain payment (including insurance billing) through our billing partners (for example, Headway) and your health plan.
- **Health care operations:** to run our practice (quality improvement, training, legal and audit needs).

We may also disclose PHI as allowed or required by law, such as:

- To address a serious and imminent threat to your health or safety or the safety of others.
- To report suspected abuse, neglect, or domestic violence when required.
- In response to a court order, subpoena, or other lawful process.
- For health oversight activities (audits, investigations, inspections) as permitted.
- For certain law enforcement purposes or as otherwise required by law.

B3) Uses and Disclosures That Usually Require Your Written Authorization

We will typically ask for your written authorization before:

- Sharing PHI with people or organizations not involved in your treatment, payment, or health care operations (unless an exception applies).
- Using or disclosing psychotherapy notes (if maintained separately), except as permitted by law.
- Using your PHI for marketing purposes beyond what HIPAA permits without authorization.

You may revoke an authorization in writing at any time, except to the extent we have already acted on it.

B4) Telehealth, Electronic Communication, and Confidentiality

We provide telehealth-only psychotherapy (typically via Zoom for Healthcare) and maintain clinical records in platforms such as Headway and, for certain clients, SimplePractice. Indiana telehealth standards require us to obtain informed consent and to confirm your location during telehealth services.

Telehealth also has privacy limits: if another person can hear your session on your side, confidentiality may be affected.

Communication preferences and risks:

- **Secure portal (preferred):** Established clients are encouraged to use the secure patient portal for clinical messages.
- **Email:** Our system is configured to support HIPAA compliance on our end, but we cannot guarantee security on your end (for example, your device or email provider).
- **Text reminders:** Appointment reminders may be sent by text or email with your consent. Text messages are not guaranteed secure; you can opt out.
- **Voicemail:** We do not leave voicemails.
- **Response time:** We do not answer calls while in session and typically return non-urgent calls within 2 business days.

B5) Record Retention

We retain adult mental health records for at least seven (7) years after the last date of service, consistent with Indiana mental health record retention requirements.

B6) Your Rights Regarding Your PHI

You have the right to:

- **Get a copy of your records:** You may request access to or a copy of your record. We generally process requests within 14 business days when feasible, and no later than the time allowed by law.
- **Request corrections:** You may ask us to amend your record if you believe information is incorrect or incomplete.
- **Request confidential communications:** You can ask us to contact you in a specific way (for example, portal-only).
- **Request restrictions:** You can ask us to limit certain uses or disclosures. We are not required to agree to all requests. If you pay out-of-pocket in full for a service, you may request that we not share information about that service with your health plan when applicable.
- **Get a list of certain disclosures:** You can request an accounting of disclosures as provided by HIPAA.
- **Get a copy of this notice at any time.**

B7) Records After Death

We do not release records after a client's death unless required by law or permitted with proper legal authority (for example, a personal representative) or a valid authorization signed by the client before death.

B8) Questions or Complaints

If you have questions about this notice or believe your privacy rights have been violated, you may contact our Privacy Officer and/or file a complaint with the U.S. Department of Health and Human Services (HHS) Office for Civil Rights. We will not retaliate for filing a complaint.

Privacy Officer / Contact for requests:

Email: info@bmindfulstudios.com

Phone: 765-705-0081

Mail: 825 College Blvd, Ste PMB 1010, Oceanside, CA

B9) Changes to This Notice

We may change this Notice of Privacy Practices. The revised notice will apply to PHI we already have about you as well as any new PHI. The most current notice will be available on our website and upon request.

Key Legal References (For Transparency)

- HIPAA Notice of Privacy Practices requirements: 45 CFR 164.520 (eCFR).
- Indiana mental health record retention and confidentiality: Indiana Code 16-39-2 (including 16-39-2-2, 16-39-2-3, 16-39-2-4).
- Indiana telehealth standards: Indiana Code 25-1-9.5-7.

