

Privacy Statement

At Embrace Therapy we understand that privacy is important to you and we strive to uphold and are committed to protecting your privacy.

Embrace Therapy is bound by the Privacy Act 1988 and therefore undertakes to adhere to the Australian Privacy Principles, which regulate how we may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

Methods of Collecting Information

Embrace Therapy collects personal information through a variety of methods including electronic or face to face interactions; interaction with our website such as filling out forms; through social media interactions; requests for information; and provision of goods and services. We may also collect personal information directly from individuals, or their authorised representatives as well as through referrals from other service providers.

Website Visitors

Like most website operators, Embrace Therapy collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as: geographical location of visitors. By doing so, it allows Embrace to better understand how Embrace Therapy's visitors use its website.

Use of your Personal Information

Embrace Therapy does not sell, rent or lease its customer lists to third parties. Embrace Therapy may share data with authorized partners: to help us deliver the services you have requested; send you email or postal mail or arrange for service visits or deliveries. All such third parties are prohibited from using your personal information except to provide these services to you and Embrace Therapy and they are required to maintain the confidentiality of your information.

Security of your Personal Information

Embrace Therapy secures your personal information from unauthorized access, use or disclosure.

Access and Corrections

Clients and team members may request access to their personal information. Where reasonable and practicable to do so, and in accordance with the provisions of the Privacy Act, Embrace Therapy will provide supervised access



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to an individual's personal information. Requests to access personal information must be made in writing, either by email or hard copy.

In the event access to records requires an allocation of resources, we may charge a reasonable administration fee to cover associated costs. Corrections or updates to personal information supplied by clients or their authorised representatives must be made by the individual or their authorised representative. In all cases, Embrace Therapy must be satisfied changes are authorised by the individual in question.

Changes to this Statement

Embrace Therapy will occasionally update this Privacy Policy to reflect company and customer feedback. Embrace Therapy encourages you to periodically review this statement to be informed of how Embrace Therapy is protecting your privacy.

Please contact <u>info@embracetherapy.com.au</u> if you have any questions in regards to how your information is collected or would like to access our privacy policy.

