**Privacy Policy** Registered Clinical Counsellor Kamloops, British Columbia

**Effective Date:** April, 2nd 2025

At Registered Clinical Counsellor, your privacy is a top priority. This Privacy Policy outlines how we collect, use, protect, and disclose your personal information in accordance with the **British Columbia Personal Information Protection Act (PIPA)** and other applicable privacy laws.

**1. Collection of Information**

We collect personal information necessary to provide counselling services, including:

* Name, contact information (phone number, email address), and demographic details.
* Health history and counselling notes.
* Payment details for service fees.

All information is collected directly from you with your consent during intake and service provision.

**2. Use of Information**

The information we collect is used for:

* Delivering counselling services tailored to your needs.
* Contacting you for appointments and follow-ups.
* Managing billing and payment processes.

We will never use your personal information for purposes other than those specified above, unless we obtain your explicit consent.

**3. Disclosure of Information**

We do not disclose your personal information to third parties, except:

* When required by law, such as in cases of court orders or safety concerns.
* With your explicit consent for referrals or collaborative care with other professionals.

**4. Protection of Information**

We take all reasonable precautions to safeguard your personal information, including:

* Secure storage of paper files and encrypted digital records.
* Restricted access for authorized personnel only.

If there is a breach or unauthorized access, you will be notified promptly, and corrective actions will be taken.

**5. Your Rights**

You have the right to:

* Access your personal records and request corrections.
* Withdraw consent for certain uses of your information (subject to legal requirements).

Please contact us for requests regarding your privacy rights.

**6. Contact Information**

For questions about this Privacy Policy or to exercise your rights, please contact us:

* **Email:** [Insert Email Address]
* **Phone:** [Insert Phone Number]
* **Address:** [Insert Physical Address]