

# Privacy Policy

## Who we are

**ATime2Talk.org** is a website that was created to provide individuals with a safe and welcoming place to find guidance, encouragement, and empowerment with various issues.

**Tina C. Christian, LPC, NCC, TF-CBT Trained** is a Missouri Licensed Professional Counselor (LPC) and Nationally Certified Counselor (NCC), who is trained in Trauma Focused Cognitive Behavior Therapy.

**Physical Address:** PO Box 16741, Raytown, MO 64133

**Phone number:** (816) 873-1968

**Fax:** 816-897-053

**Email:** [Tina@atime2talk.org](mailto:Tina@atime2talk.org)

**Our website address is:** <http://www.atime2talk.org>.

This notice provides Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's privacy policy regarding the nature, purpose, use, and sharing of any Personally Identifiable Information (PII) or Protected Health Information (PHI) collected via this website. Our privacy policy explains our information practices when you provide PII or PHI to us, whether collected online or offline, or when you visit us online to browse, obtain information, or conduct a transaction. PII or PHI may include: your name, email, mailing and/or home address, phone numbers, Physical or mental health diagnosis and information, or other information that identifies you personally. We do not require you to register or provide personal information to visit our website.

The PII or PHI you provide on this website will be used only for its intended purpose. We will protect your information consistent with the principles of the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), HIPAA Privacy Rule, Security Rule, Enforcement Rule, and final Omnibus Rule.

## Personally Identifiable Information

As a general rule, Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org does not collect PII or PHI about you when you visit our website, unless you choose to provide such information to us. Submitting PII or PHI through our website is voluntary. By doing so, you are giving Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org your permission to use the information for the stated purpose. However, not providing certain information may result in Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's inability to provide you with the service you desire.

If you choose to provide us with PII or PHI on Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's website, through such methods as completing a web form or sending us an email, we will use that information to help us provide you the information or service you have requested or to respond to your message. The information we may receive from you varies based on what you do when visiting our site.

Generally, the information requested by Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's will be used to respond to your inquiry or to provide you with the service you request. When this information is requested, the reasons for collecting it, a description of Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's intended use of the information, how to grant consent to use mandatorily provided information, and how to grant consent for other than statutorily mandated uses will be fully described in a separate customized "Privacy Notice." This customized Privacy Notice will either appear on the web page collecting the information or be accessible through a hyperlink (link) prominently displayed immediately above or below the information request.

## Email

Our website allows you to send us an email. We will use the information you provide to respond to your inquiry. We will only send you general information via email. You should be reminded that email may not necessarily be secure against interception.

Tina C. Christian, LPC, NCC, TF-CBT Trained and Therefore, we suggest that you do not send sensitive protect health information or personal data (such as your Social Security

number) to us via email. If your intended email communication is very sensitive, or includes information such as your bank account, credit card, or Social Security number, you should instead send it by U.S. mail. Another alternative may be submission of data through a secure web page form or secured encrypted email option given to you by Tina C. Christian, LPC, NCC, TF-CBT Trained.

Electronic mail messages that meet the definition of records in Health Insurance Portability and Accountability Act of 1996 (HIPAA), are covered under the same disposition schedule as all other PHI records. This means that emails you send us will be preserved and maintained for varying periods of time if those emails meet the definition of medical records. Electronic messages that are not records are deleted when no longer needed.

Categories of information Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org collects on its websites are further described below.

### **Comments**

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

### **Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included.

Visitors to the website can download and extract any location data from images on the website.

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies.

This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users Tina C. Christian, LPC, NCC, TF-CBT Trained can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you.

This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Visitor comments may be checked through an automated spam detection service.

## **Analytics**

We collect information about visitors who comment on Sites that use our Akismet anti-spam service. The information we collect depends on how the User sets up Akismet for the Site, but typically includes the commenter's IP address, user agent, referrer, and Site URL (along with other information directly provided by the commenter such as their name, username, email address, and the comment itself).

Caldera Forms stores data only briefly for each submission. Uploaded media files may remain on the server. HIPAA forms stores data only briefly for each submission then safely and secured stored per the and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), on an Electronic Health Record database .

Some data may be shared with other services ONLY if necessary, required, requested by you, or if legally allowed to do so.

## **Automatically Collected Information**

We collect and temporarily store certain information about your visit for use in site management and security purposes only. We collect and analyze this information because it helps us to better design our website to suit your needs. We may also automatically collect information about the web content you view in the event of a known security or virus threat. This information includes:

1. The Internet domain from which you access our website (for example, “xcompany.com” if you use a private Internet access account, or “yourschool.edu” if you connect from an educational domain);
2. The Internet Protocol (IP) address (a unique number for each computer connected to the Internet) from which you access our website;
3. The type of browser (e.g., Firefox, Internet Explorer, Chrome) used to access our site;
4. The operating system (e.g., Windows, Mac OS, Unix) used to access our site;
5. The date and time you access our site;
6. The Universal Resource Locators (URLs), or addresses, of the pages you visit;
7. Your username, if it was used to log in to the website; and
8. If you visited this website from another website, the URL of the forwarding site.

The above information may be shared with our employees or representatives with a “need-to-know” in the performance of their official duties, other agencies, or other named representatives as needed to quickly process your request or transaction. This information is only used to help us make our site more useful for you. Raw data logs are retained temporarily as required for security and site management purposes only. More information about how we share information can be found in our Term of Service Policies.

## **Third-Party Websites and Applications**

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org uses social media websites and other kinds of third-party websites. Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org uses social media websites to interact and engage with members of the public in the USA and foreign countries. Tina C. Christian, LPC, NCC, TF-CBT Trained, and

ATime2Talk.org also uses web measurement and customization technologies to measure the number of visitors to our websites and their various sections and to help make our websites more useful to visitors. In such cases, the third-party application may request an email address, username, password, and geographic location (e.g., State, region, or ZIP code) for account registration purposes.

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org does not use third-party websites to solicit and collect PII or PHI from individuals. Any PII passively collected (i.e., not solicited) by the third-party website will not be transmitted or stored by Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org; no PII or PHI will be disclosed, sold or transferred to any other entity outside Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org, unless you authorize or required for law enforcement purposes or by statute.

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org uses various types of online surveys to collect opinions and feedback from a random sample of visitors. Primarily, Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org uses a Client Satisfaction and Workshop online survey on an ongoing basis to obtain feedback and data on clients' satisfaction with Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org or for potential client interest in workshops, programs or services.

These surveys' may collect PII or PHI and are protected when necessary, and are optional. The survey reports are available only to Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org and other designated staff who require this information to perform their duties. Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org may use other limited-time surveys for specific purposes, which are explained at the time they are posted.

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org retains the data from the survey results as long as needed to support the mission of Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org services and requests.

### **Information Collected for Tracking and Customization (Cookies)**

A cookie is a small file that a website transfers to your computer to allow it to remember specific information about your session while you are connected. Your computer will only share the information in the cookie with the website that provided it, and no other website can request it. There are two types of cookies:

**Session:** Session cookies last only as long as your web browser is open. Once you close your browser, the cookie is deleted.

Websites may use session cookies for technical purposes such as to enable better navigation through the site, or to allow you to customize your preferences for interacting with the site.

**Persistent:** Persistent cookies are saved on a user's hard drive in order to determine which users are new to the site or are returning, and for repeat visitors.

If you do not wish to have session or persistent cookies stored on your machine, you can turn cookies off in your browser. You will still have access to all information and resources at Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org websites. However, turning off cookies may affect the functioning of some of the website. Be aware that disabling cookies in your browser will affect cookie usage at all other websites you visit as well.

### **Security**

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org takes the security of all PII and PHI very seriously. We take precautions to maintain the security, confidentiality, and integrity of the information we collect at this site. Such measures include access controls designed to limit access to the information to the extent necessary to accomplish our mission. We also employ various security technologies to protect the information stored on our systems. We routinely test our security measures to ensure that they remain operational and effective.

### **We take the following steps to secure the information we collect:**

Employ internal access controls to ensure that only personnel who have access to your information are those with a need to do so to perform their official duties.

Train appropriate personnel on our privacy and security policies and compliance requirements.

Secure the areas where we retain paper copies of the information we collect online.

Perform regular backups of the information we collect online to ensure against loss.

Use technical controls to secure the information we collect online including, but not limited to:

Secure Socket Layer (SSL)

Encryption

Firewalls

Password protections

Periodically test our security procedures to ensure personnel and technical compliance.

Employ external access safeguards to identify and prevent unauthorized access by outsiders that attempt to “hack” into, or cause harm to, the information contained in our systems.

We hold our contractors and other third-party providers to the same high standards that we use to ensure the security, confidentiality, and integrity of personal information they may have access to in the course of their work completed on behalf of Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org.

### **Interaction With Children Online**

Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org is committed to the protection of children’s online privacy.

The Children’s Online Privacy Protection Act (COPPA) governs information gathered online from or about children under the age of 13. Verifiable consent from a child’s parent or guardian is required before collecting, using, or disclosing personal information from a child under age 18. If the website intends to collect information about children under 18 years old, information and instructions will be provided by the specific web page that collects information about the child. The web page will specify exactly what the information will be used for, who will see it, and how long it will be kept.

### **Visiting Other Websites**

Our website contains links to agencies, private organizations, and some commercial entities. These websites are not within our control and may not follow the same privacy, security, or accessibility policies. Once you link to another site, you are subject to the policies of that site.

### **Privacy Policy Contact Information**

We welcome feedback if you have any questions regarding our privacy policy or the use of your information. Tina C. Christian, LPC, NCC, TF-CBT Trained, and ATime2Talk.org's privacy compliance materials are available upon request. For additional information about our Privacy Policy, please contact us at [tina@atime2talk.org](mailto:tina@atime2talk.org) or mail us at:

**Tina C. Christian, LPC, NCC, TF-CBT Trained**

PO Box 16741

Raytown, MO 64133

Phone: (816) 873-1968

Fax: 816-897-0453

*Updated March 17, 2019*