



## **Privacy Notice**

At FIG Wellness Therapy, we are committed to protecting your privacy and ensuring the confidentiality of your personal information. This privacy notice outlines how we collect, use, disclose, and safeguard your personal data when you visit our physical therapy/occupational therapy clinic or use our services. We comply with data protection laws and regulations to safeguard your privacy rights. Please take a moment to review this notice to understand our practices regarding your personal information.

### **Information We Collect:**

When you visit our clinic or use our services, we may collect the following types of personal information:

- Contact information (such as name, address, email address, and phone number).
- Medical information (such as medical history, diagnosis, treatment records, and health insurance details).
- Financial information (such as billing and payment information).

### **How We Use Your Information:**

We use your personal information for the following purposes:

- Providing physical therapy/occupational therapy services and treatment.
- Scheduling and managing appointments.
- Billing and processing payments.
- Responding to your inquiries and communicating with you.
- Internal record keeping and administrative purposes.

- Ensuring the safety and security of our clinic and services.

### **Disclosure of Information:**

We may share your personal information with third parties in the following circumstances:

- With your consent: We may disclose your information to third parties with your explicit consent or at your direction.
- Service providers: We may engage trusted third-party service providers who assist us in providing our services (such as medical documentation companies, billing companies, or IT support), subject to appropriate confidentiality obligations.
- Legal requirements: We may disclose your information when required by law, court order, or government authorities.
- Business transactions: In the event of a merger, acquisition, or sale of all or a portion of our clinic, your personal information may be transferred as part of the transaction.

### **Data Security:**

We take appropriate measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. We implement industry-standard security practices and maintain physical, electronic, and procedural safeguards to protect your data.

We respect your rights regarding your personal information and are committed to protecting your privacy. These rights include:

- Access: You have the right to request access to the personal information we hold about you. If you wish to review the information we have on file, you can request it.
- Correction: If you believe that any of your personal information is inaccurate or incomplete, you have the right to request corrections or updates to it.

- Erasure: Under certain circumstances, you have the right to request the deletion of your personal information from our records.
- Objection: You have the right to object to the processing of your personal information in certain situations, such as for marketing purposes.
- Restriction: You can request to restrict the processing of your personal information under certain circumstances, which means we will only store your data but not use it.

To exercise any of these rights or if you have any privacy-related inquiries, please feel free to contact us. However, it is important to note that if you refuse to sign the FIG Wellness Therapy New Client Consent Form, we will be unable to provide our services to you. We encourage you to discuss this decision with your medical providers and explore other treatment options that may better suit your needs.

At FIG Wellness Therapy, we prioritize your privacy and ensure your personal information is handled with the utmost care and confidentiality. Should you have any questions or concerns, please do not hesitate to contact us.

### **Retention of Information:**

We retain your personal information for as long as the 3 years necessary to fulfill the purposes outlined in this notice unless a longer retention period is required or permitted by law.

### **Contact Us:**

If you have any questions, concerns, or requests related to your privacy or this privacy notice, please contact us using the following information:

FIG Wellness Therapy  
3514 N Power Rd Unit 104 Suite #5  
MESA, AZ 85215  
Please call or text: (602) 887-7632

**Changes to this Privacy Notice:**

We may update this privacy notice occasionally to reflect changes in our practices or applicable laws. The updated notice will be posted on our website, and the revised effective date will indicate when the changes take effect.

By visiting our clinic or using our services, you acknowledge that you have read and understood this privacy notice and consent to the collection, use, and disclosure of your personal information as described herein.

Last updated: 9/22/2023