

# **Woodland Centers Website Privacy Policy**

## **1. Purpose**

Woodland Centers is committed to protecting the privacy and security of individuals who use our website. This policy outlines how information is collected, used, and protected through website interactions, including online forms, referrals, payments, and client-related documentation.

## **2. Scope**

This policy applies to all users of the Woodland Centers website and covers all data submitted through online forms, client portals, referrals, payments, and communications.

## **3. Information Collected**

Woodland Centers may collect personal information voluntarily submitted by users, including name, contact information, messages, service request details, referral information, and information included in client forms such as consents and releases of information. Limited technical information (e.g., IP address, browser type) may also be collected automatically.

## **4. Use of Information**

Information collected is used to respond to inquiries, schedule services, process referrals, complete intake and consent processes, process payments, maintain records, and meet legal and regulatory requirements.

## **5. Healthcare Privacy**

Woodland Centers complies with applicable federal and state privacy laws, including HIPAA. Information submitted may become part of the client record and may be used for treatment, payment, and healthcare operations as outlined in the Notice of Privacy Practices.

## **6. Online Forms and Authorization**

By submitting information through the website, users acknowledge that the information is accurate and that they are authorized to provide it. Users submitting information about another individual must have appropriate consent. Only necessary information should be provided.

## **7. Payments**

Online payments are processed through secure third-party payment providers using encryption technology. Woodland Centers does not store full credit card information on its website systems.

### **8. Third-Party Services**

Woodland Centers uses third-party service providers, including secure payment processors and electronic signature platforms, to support website functionality. These providers are responsible for maintaining appropriate security safeguards. Certain features may be subject to additional terms or disclosures at the time of use.

### **9. Data Security**

Woodland Centers implements reasonable administrative, technical, and physical safeguards to protect information, including secure transmission methods and controlled access.

### **10. Data Retention**

Information is retained as necessary to fulfill its purpose and in accordance with healthcare record retention requirements and applicable laws.

### **11. User Rights**

Users may choose not to submit information online and may contact Woodland Centers directly. Additional rights are outlined in the Notice of Privacy Practices.

### **12. Emergency Notice**

Website forms are not monitored for emergencies. If you are experiencing a crisis, call 911 or Woodland Centers' 24/7 crisis line.

### **13. Policy Review**

This policy will be reviewed periodically and updated as necessary. The most current version will be posted on the Woodland Centers website.

### **14. Contact Information**

Woodland Centers  
Phone: 320-235-4613