

www.lwcounselling.ca Tel: 905-763-0818 • admin@lwcounselling.ca 165 East Beaver Creek Road, Unit 9, Richmond Hill, ON L4B 2N2

# **Privacy Policy Overview**

Living Water Counselling Centre, operating as a Health Information Custodian under the Personal Health Information Protection Act (PHIPA), assumes your consent for the collection, use, and disclosure of personal health information unless otherwise specified by you.

### Information Collection:

We directly gather information from you or your representative, encompassing details such as your name, personal contact information (emails, phone, address), attendance records, assignments, and other pertinent information.

#### Utilization of Your Information:

Your personal health information is used to facilitate your access to our programs and services, compile statistical data, plan and assess programs, manage risks, support educational initiatives, engage in fundraising activities, respond to authorities, and fulfill legal requirements.

### Your Rights:

You have the right to access and rectify your personal health information. Additionally, you can opt to withdraw consent for specific uses and disclosures.

#### Information Protection:

To mitigate risks of theft, loss, and unauthorized access, we implement reasonable measures. We ensure that our service providers uphold your privacy and utilize information solely for agreed-upon purposes.

For comprehensive details or to address concerns, please request our complete privacy policy at 905-763-0818 or via email at admin@lwcounselling.ca.



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# 私隱政策簡要

泉源輔導中心,作為《個人健康資料保護法》(PHIPA)下的健康資料保管人,除非您另有明確規定,否則我們將假定您同意收集、使用和披露個人健康資料。

### 資料收集:

我們直接由您或您的代表處收集資料,包括您的姓名、個人聯絡資料(電子郵件、電話、地址)、出席記錄、作業和其他相關資料。

### 您資料的使用目的:

我們運用您的個人健康資料為您提供我們的項目和服務,編製統計數據,規劃和評估項目, 管理風險,支持心理精神教育,參與募捐活動,回應當局,並履行法律要求。

### 您的權利:

您有權訪問和更正您的個人健康資料。此外,您可以選擇撤回特定用途和不披露個人的資料。

## 資料保護:

為了減低盜竊、遺失和未經授權洩漏個人資料的風險, 我們實施合理保密的措施。我們確保遵守您的私隱, 並僅將資料用於事先同意的目的。

有關詳細資料或問題,請參考我們完整的私隱政策,電話:905-763-0818,電子郵件:admin@lwcounselling.ca。