

## Your information. Your rights. Our responsibilities.

This notice describes how information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

### Personal Demographic Information

This includes name, physical address, phone number, email address, date of birth, and scheduling information.

How do we typically use or share this information?

- Run our organization: Wellness Minneapolis uses this information to coordinate scheduling on behalf of the independent providers operating out of Wellness Minneapolis
- Bill for services: We use this information in our bookkeeping software.

Who has access to this information?

- Our office staff, independent providers and vendors (ex: online booking software) have access to your demographic information.
- We will never share your personal/demographic information with third parties without your explicit permission.

Where do they access this information?

- These individuals, agents, and vendors have access through our online scheduling, bookkeeping, newsletter, and customer database software.

You have the right to update your demographic information at any time. Please contact the office in writing to update this information.

### Medical/Health Information

This includes any chart notes, medical records, or other information about your health concerns or treatment.

Wellness Minneapolis does not have access to any of your medical information. Your independent provider is solely responsible for creating and maintaining your health records. Please reach out to your provider for more information.

#### Our Responsibilities

- Wellness Minneapolis will let you know promptly if a breach occurs that may have compromised the privacy or security of your demographic or scheduling information.
- We will not use or share your information other than as described here.

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our website.

If you have questions or concerns about this notice of privacy practices please contact Sara Jean Barrett, N.D. at [admin@wellnessmpls.com](mailto:admin@wellnessmpls.com) or by calling (612) 598-8627

Effective August 1<sup>st</sup>, 2020