

NOTICE OF PRIVACY PRACTICES

Austin Speech Labs is committed to privacy and to disclosing our practices in gathering, using and disclosing personal information. This privacy notice describes the privacy practices for Austin Speech Labs and its website, www.austinspeechlabs.org. Personal information is information about a person that includes identifying information about that person. Although there are links from this Site to other Web sites, this Privacy Policy applies only to this Site and not to Web sites operated by others. For example, if you click on a link to the Web site of one of our partners or sponsors, the click takes you out of our Site. We are not responsible for the content or privacy practices of other Web sites.

We may revise this Privacy Policy from time to time as we add new features or as laws change that may affect our services. If we make material changes to this Privacy Policy, we will post a new version number at the beginning of this Privacy Policy, consisting of the date (year and month) the Policy was last revised, so that you will be able to tell when the Privacy Policy was last changed.

This policy describes the following:

1. What personally identifiable information is collected from you through the website or our staff, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

I. Information Collection, Use, and Sharing

- a. We are the sole owners of the information collected on this site or in our offices. We only have access to collect information that you voluntarily give us via email, online forms or other direct contact from you. We will not sell or rent this information to anyone.
- b. We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to make an appointment, obtain speech therapy, create and invoice, volunteer with us, etc., or to provide health information to other providers for whom you have signed a release.
- c. We will use and disclose your protected health information only with your permission to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with another provider. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. We will also disclose protected health information to other physicians who may be treating you. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you. In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician.
- d. Austin Speech Labs conducts research activities. We may disclose information to researchers when their research has been approved by an Institutional Review Board or Privacy Board that has reviewed the research proposal and established rules to protect the privacy of your health information. As allowed by law, we may allow a researcher to view health information to prepare a

research protocol, or we may use or disclose health information of a deceased person for research purposes.

- e. Unless you ask us not to, we may contact you via email in the future to tell you about services, or changes to this privacy policy.

II. Your Access to and Control Over Information

- a. You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:
- b. Upon request, you have the right to inspect and request a copy of your health and personal information that is maintained by Austin Speech Labs in a designated record set whether it is in paper format or contained in an electronic record. We may deny access in accordance with state or federal law. Austin Speech Labs may charge a fee for this service. As allowed by law, we may deny your request to inspect and/or receive a copy of your health and personal information. If we deny your request, you may have the right to request a review of that denial.
- c. Change/correct any data we have about you as allowed by law. We may deny your request if it is not properly submitted or does not include a reason to support the request. We may also deny your request if you ask us to amend information that:
 - Was not created by Austin Speech Labs;
 - Is not part of the health information kept by or for Austin Speech Labs;
 - Is not part of the information which you would be permitted to inspect and/or copy; or
 - Is accurate and complete in the record.
- d. Have us delete any data we have about you as allowed by law.
- e. You have the right to request restrictions on how we use and disclose your health and personal information. We are not required to agree to these requests, except for when you request that we not disclose information to your health plan about services for which you paid out-of-pocket in full. In those cases, we will honor your request, unless the disclosure is necessary for your treatment or is required by law.
- f. Express any concern you have about our use of your data.

III. Security

- a. We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.
- b. Wherever we collect credit card data, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.
- c. We also protect your information offline. Only employees who need the information to perform a specific job (for example, speech therapy, billing, training or scheduling) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.
- d. We will notify you of any breaches of your unsecured health and personal information.
- e. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (512) 992-0575 or via email, staff@austinspeechlabs.org.

IV. Registration

- a. You may register for our services online by filling out the provided form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as health status, income or household size)

about yourself, but it is not required. It will help us describe our clients in a general way to potential grantors and donors.

V Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

We maintain standard Web logs that record data about all visitors who use this Site. These logs may contain:

The Internet domain from which you access this Site (e.g., aol.com, abc.org);

Your Internet Protocol (IP) address. Your computer is automatically assigned a number which acts as its IP address when you surf the Internet. Your IP address is either static (always stays the same) or dynamic (changes from time to time). A static IP address may be identifiable to you, while a dynamic address is usually not identifiable.

The type of browser and operating system you use.

The date and time you visited the Site.

The pages that you saw on this Site.

The address of the Web site you linked here from.

We use Web log information to help us design our Site, to identify popular features, and to make the Site more useful for visitors. Web logs are recorded in sequential files, and we do not normally try to identify individuals from Web logs or use Web logs to gather information about individuals. However, we may use Web logs to identify any person attempting to break into or damage our Site, and we may share Web log information with law enforcement agencies if we believe that we have evidence of a violation of computer security or related laws.

VI Links

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Effective Date: 3/1/2018