



Literacy for Life Reading Clinic, Inc. Privacy Policy

Effective Date: September 10, 2025

At **Literacy for Life Reading Clinic**, we are committed to protecting the privacy and confidentiality of the individuals and families we serve. This Privacy Policy explains how we collect, use, and safeguard personal information provided to us.

1. Confidentiality

- All information shared with Literacy for Life Reading Clinic is kept strictly confidential.
 - Personal, educational, and diagnostic information is maintained securely within the clinic.
 - Information will not be shared with outside parties without the written consent of the client or parent/guardian, except where required by law.
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2. Information We Collect

We may collect personal information including, but not limited to:

- Student and parent/guardian names and contact information
 - Educational and medical history relevant to learning needs
 - Assessment data, session notes, and progress reports
 - Payment and billing information
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3. How Information Is Used

The information we collect is used for the following purposes:

- To provide educational therapy and related services

- To develop individualized learning plans and track progress
 - To communicate with families regarding scheduling, progress, and recommendations
 - To manage billing and administrative processes
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4. Storage and Security

- All records are stored securely, either in locked files or password-protected digital systems.
 - Access to records is limited to authorized staff of Literacy for Life Reading Clinic.
 - We take reasonable measures to protect against loss, misuse, unauthorized access, or disclosure.
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5. Sharing of Information

We will not release personal information to teachers, schools, or other professionals without written consent from the client or parent/guardian, unless:

- Required by law, court order, or to prevent harm
 - Specifically authorized in writing by the client or parent/guardian
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6. Rights of Clients and Families

- Families may request access to their records at any time.
 - Families may request corrections to inaccurate information.
 - Consent for sharing information may be withdrawn at any time by written request.
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7. Updates to Policy

The Clinic reserves the right to update this Privacy Policy as needed. Clients and families will be notified of any significant changes.

8. Retention and Disposal

- Records are retained for a period consistent with professional, ethical, and legal guidelines.
 - When no longer required, records are securely destroyed to protect confidentiality.
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9. Contact Information

If you have any questions about this Privacy Policy or how your information is handled, please contact:

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