

## WEBSITE PRIVACY POLICY

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This privacy policy applies to the use of <https://www.kaaficounseling.com/>

Your privacy is very important to us. So, to better protect your privacy, we are providing you with this privacy policy notice explaining our online information practices. To make this notice accessible, we are hereby making it available on our website.

### INFORMATION COLLECTION AND USE

1. We collect information about visitors to our website so that we can provide an experience that is responsive to our users' and customers' needs. We do not collect medical information or credit card information through our website and you do not need to give us any personal information in order to use our website.
2. Our website may use forms in which you give us contact information (including your name, address, telephone number, and email address) so you can request information or support. We receive and store any information you enter on our website, or give us in any other way, including through email, telephone, or other communications within our client support services department.
3. We may also collect non-personally identifiable information about you, such as your use of our web sites, communication preferences, aggregated data relative to your Services, and responses to promotional offers and surveys. We may use or disclose aggregate information only where no individual is identified for a number of purposes, including: (a) Compiling aggregate statistics of usage for improving the web site; (b) Developing, maintaining and administering the web site; and (c) Following up on comments and other messages that you submit to us through the web site.
4. We collect this information to improve our service, and to help us determine your individual needs so we may serve you better individually, as well as collectively.
5. We will not sell, share, trade or otherwise use any information you provide unless you explicitly provide in writing permission for such use.
6. We will not sell, share, trade or otherwise use any medical information under any circumstances. If you require medical information, you must request it from us directly via a Medical Release form.
7. Please note, to better safeguard your information, please do not include any credit card information in your electronic communication unless it is specifically required by us as part of Services or transaction fulfillment process sites, or our customer contact process.
8. This website and our Services may contain links to other websites. Unfortunately, we are not responsible for the privacy practices or the content of such sites.

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### SECURITY

1. This website has security measures in place to protect against the loss, misuse or alteration of the information under our control.
2. If our website site allows you to enter sensitive information (such as a credit card number) on order forms, we encrypt the transmission of that information using secure socket layer technology (SSL).
3. We may also at times provide information about you to third parties to provide various services on our behalf, such as providers who process credit card payments.
4. We will only share information about you that is necessary for the third party to provide the requested service.
5. These companies are prohibited from retaining, sharing, buying, selling, storing or using your personally identifiable information for any secondary purposes.
6. We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it.
7. No method of transmission over the Internet, or method of electronic storage, is one hundred percent (100%) secure, however. Therefore, we cannot guarantee its absolute security.

### INFORMATION WE COLLECT THROUGH AUTOMATIC DATA COLLECTION TECHNOLOGIES

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions and patterns, including:

- Details of your visits to our Website, including traffic data, location data, and other communication data and the resources that you access and use on the Website.
  - Information about your computer and internet connection, including your IP address, operating system and browser type.
1. We may use a tool called “Google Analytics” to collect information about use of this website, such as how often users visit the website, what pages they visit when they do so, and what other sites they used prior to coming to this website.
  2. Google Analytics collects only the IP address assigned to you on the date you visit this website, rather than your name or other identifying information.
  3. Google Analytics plants a cookie on your web browser to identify you as a unique user the next time you visit this website. This cookie cannot be used by anyone but Google, Inc.
  4. Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be

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stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

5. The information generated by the cookie will be transmitted to and stored by Google on servers in the United States.
6. We use the information received from Google Analytics only to improve services on this website.
7. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Google's ability to use and share information collected by Google Analytics about your visits to this website is restricted by the Google Privacy Policy <http://www.google.com/policies/privacy>.
8. You can prevent Google Analytics from recognizing you on return visits to this website by disabling the Google Analytics cookie on your browser.

### POLICY FOR CHILDREN UNDER AGE 13

1. Our Website is not intended for children under 13 years of age.
2. In accordance with the Children's Online Privacy Protection Act ("COPPA"), we will not knowingly collect any personally identifiable information from children under the age of thirteen (13).
3. If you are under 13, we ask that you do not use or provide any information on this website or on or through any of its features/register on the Website or provide any information about yourself, including your name, address, telephone number, e-mail address or any screen name or user name you may use.
4. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information.
5. If you believe we might have any information from or about a child under 13, please contact us via our contact us at:

[info@kaaficounselng.com](mailto:info@kaaficounselng.com)

### TRANSFER OF DATA INTERNATIONAL

1. If you are visiting this website from a country other than the country in which our servers are located, your communications with us may result in the transfer of information across international boundaries.

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2. By visiting this website and communicating electronically with us, you consent to such transfers.

### **LINKS TO OTHER SITES**

1. We are not responsible for the practices employed by any websites or services linked to or from our site, including the information or content contained within them.
2. When you use a link to go from our site to another website or service, our policy does not apply to those third-party websites or services.
3. Your browsing and interaction on any third-party website or service, including those that have a link on our website, are subject to that third party's own rules and policies. In addition, you agree that we are not responsible and do not have control over any third-parties that you authorize to access your information.
4. If you are using a third-party website or service and you allow them to access your information, you do so at your own risk. Consequently, we strongly suggest that you review the privacy policy of every website you visit, whether or not they are linked to this site.

### **CORRECTING, UPDATING AND REMOVING PERSONAL INFORMATION**

1. You may alter, update or deactivate your account information or opt out of receiving communications from us at any time.
2. You may send an email to [info@kaaficounselng.com](mailto:info@kaaficounselng.com) or you may send mail to Kaafi Counseling, 1499 Forest Hill Blvd, Suite 115, West Palm Beach Florida, 33406.
3. We will respond to your request for access or to modify or deactivate your information within thirty (30) days.

### **LEGAL DISCLAIMER**

1. We reserve the right to disclose your personally identifiable information as required by law, when we believe that disclosure is necessary to protect our rights, and/or to comply with a judicial proceeding, court order or other legal process.

### **COMPLAINTS AND REQUESTS**

1. If you have questions about this notice or want to talk about a problem without filing a formal complaint, please contact Kaafi Counseling, LLC. at the following number: (561) 463-0884.

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2. If you believe your privacy has been violated, you may file a complaint with our organization or with the Secretary of the U.S. Department of Health and Human Services. Information about how to file a complaint with the Department of Health and Human Services may be found at the following website: <http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>.
3. You will not be penalized for filing a complaint.

## CHANGES IN OUR PRIVACY POLICY

1. We reserve the right to modify this Privacy Policy at any time.
2. We reserve the right to update and change the content of this privacy policy at any time.
3. We will post a copy of our updated privacy policy within our facilities and we will post it on our website at [www.kaaficounseling.com](http://www.kaaficounseling.com) at least thirty (30) days prior to the implementation of the changes.

## CONTACT INFORMATION

We are committed to conducting business in accordance with this policy in order to ensure that the confidentiality of personal information is protected and maintained. We will make readily available to you, information about our policies and practices relating to the management of personal information. Accordingly, if you have any questions or concerns regarding this privacy policy, or you wish to contact us, our contact information regarding these matters is as follows:

Kaafi Counseling,  
1499 Forest Hill Blvd, Suite 115,  
West Palm Beach Florida, 33406,  
(561) 463-0884,  
[info@kaaficounseling.com](mailto:info@kaaficounseling.com)