

**Notice of Information Practices and Privacy Statement
For Neurotherapy Center of Houston, LLC**

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How We Collect Information about You: The Neurotherapy Center of Houston, LLC (NC-H) and its employees and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications. These applications include those either required by law or required for other requests for assistance through our organization.

What We Do Not Do With Your Information: Information that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence. This information includes material about your financial situation, medical conditions, and/or care. We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services. This includes all information that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed release form.

How We Do Use Your Information: Information is only used to the extent reasonably necessary to provide you with health or counseling services which may require communication between NC-H and health care providers, medical service providers, insurance companies, and other providers necessary to: verify that your medical information is accurate or to determine the type of health care services you need or have received in the past. If you provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Information We Do Not Collect: We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors except for one hit counter that simply records the number of visitors and no other data.

Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of NC-H. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for promotional purposes that are directly related to our mission. Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission. You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

I understand the above information and I acknowledge that I received a copy of this form for my records.

Client Signature

Date

Parent Signature (if under 18 years old)

Printed Name