



Personal Counseling Service, Inc. PRIVACY POLICY

It is important to us here at Personal Counseling Service, Inc. to help our donors and clients retain their privacy at all times, including when they visit our website.

We believe in maintaining your privacy. At PCS, we know that this is important to you, and in turn, it is also important to us. We have put safeguards in place to protect the information you choose to share with us. To insure your privacy is protected, we follow different principles in accordance with worldwide practices for privacy and data distribution.

PCS will NOT do the following:

- ***Sell OR give away your name, mailing address, phone number, email address, and/or any other information you provide.***
- ***Use your information for any marketing purposes without your written consent first.***

NOTICE

Our employees will ask your permission if we need information from you that would personally identify you or allow us to contact you via mail, phone, or email. Generally, this information is requested by us when you sign up for our email distribution list, attend a PCS event, ask to be included on our mailing list, when making a donation to PCS, and/or when volunteering for PCS.

There are **FIVE** primary purposes for the use of your personal information by PCS:

1. Quarterly newsletters and emails with updates about PCS
2. Event information and invitations
3. Marketing purposes (only if consent for a donor or client story to be used has been given first)
4. Assist PCS in creating content that is relevant and up to date.
5. Recognize you! We want to show you our appreciation by sending a letter or email, and/or giving you a call!

CONSENT

By viewing this site, you are NOT providing any information to us as an agency. You can view our complete website without providing personal information of any kind. The only situations in which you would be providing personal information would be if you signed up for our email newsletter, donated through our website or by mail or phone, or provided information at any special event we hold. Otherwise, you are NOT providing any personal information to us just by visiting our website.

If providing information in any of the situations above, you will be able to determine which kinds of information you would like to receive from us to make sure you get the information that most applies to you.

If at any point you wish to be taken off these lists, you can unsubscribe from them by clicking the link at the bottom of any emails you have received from PCS OR by calling our Director of Marketing & Development, **Erin Hairston** – **by phone at 812-283-8383 ext. 146** or **by email** at ehairston@pcs-counseling.org

You can also reach out to Erin to have your information updated in our system.

CLIENTS

PCS follows all HIPAA (The Health Insurance Portability and Accountability Act of 1996) laws for client confidentiality. In accordance with HIPAA, PCS will not distribute any protected health information of our clients without consent first. If a client agrees to allow PCS to use and release the client's information (ex: sharing a client's story for marketing purposes), we will not use that information until we have received a signed consent and release form by the client. We will keep this form on file. If at any point, a client wishes for their information to no longer be used, we will immediately remove it from any place the public could have access to it