## Our commitment to your privacy and security

The security of your personal information is important to Root Function Wellness, PLLC (hereinafter "COMPANY"). To prevent unauthorized access, maintain data security, and ensure the correct use of information, COMPANY has adopted stringent security standards. These standards include physical, electronic, and procedural safeguards to protect and secure the information that we collect from you. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain privacy and security rights concerning your health care information. Under this law your healthcare provider generally cannot give your information to your employer, use or share your information for marketing or advertising purposes, or share health records without your written consent. As one of your healthcare providers it is our responsibility to keep your information safe and secure. We also need to make sure that your information is protected in a way that does not interfere with your healthcare. It is important that you understand that your information can be used and shared in the following ways:

- For your treatment and care coordination. Multiple health care providers may be involved in your treatment directly and indirectly.
- With your family, friends, relatives, or others that you identify who are involved in your health care or health care bills.
- To protect the public's health, such as reporting when the flu is in your area.
- To make required reports to the police, such as gunshot wounds.
- · Obtain payment from third party payers.

#### Links to other web sites

This Web site may contain links to other Web sites that are not owned or controlled by COMPANY. Please be aware that COMPANY is not responsible for the privacy practices, content or accuracy of such other Web sites. COMPANY encourages you to be aware when you leave our Web site and to read the privacy policies of every Web site that collects your personal information.

#### E-mail

If you send us an email via this Website or via any other method, please note that your email may not be secure and may not comply with HIPAA security standards. As a result, if you are a current patient, we recommend communicating with COMPANY through the patient portal. If you are a new patient or would like to speak to us, please call us at the number below.

# Your responsibility

Although we will protect your privacy on the Web site as described in this Policy, you should keep in mind that if you give others access to your computer, your password, or disclose personal information online, it is possible that despite our efforts information may be accessible by others. You can help guard against this by never disclosing your password, giving anyone else access to your personal computer or smart devices, and by ensuring that information you disclose online is transmitted securely.

# Changes to our web site privacy policy

COMPANY reserves the right to change this Web Site Privacy Policy at any time without advance notice to our users. Modifications to the Policy shall be effective when they are posted on this Web site, in which case posting shall constitute notice to you. Your continued use of the Web site following the posting of any such modifications on the Site constitutes your acceptance and agreement to be bound by such modifications. We encourage you to check the Web site regularly to see if we have made any modifications to this Policy.

### Contact us

If you have questions regarding our Website's Privacy Policy or other general questions, please contact us at the following phone number 605-753-0910 or through our Patient Portal.