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Privacy Practices of Agape Counseling Associates

Agape Counseling Associates respects the privacy of its clients. Clients may expect that their records with Agape Counseling Associates will be kept private. The following details the Agape Privacy policies.

- Records may not be released from Agape Counseling Associates to any other person or organization without written consent of the client. (The records of minor children may be an exception to this policy. Please consult your Agape Counselor for details).
- The records of clients are kept in locked files that can only be accessed by Agape employees.
- Client information is not transmitted via computer.
- Computer screens are shielded from public view.
- Every effort will be maintained within the office environment to protect clients but a common waiting room is used.
- Clients may review their records with some exceptions. The procedure for review of records is available from any Agape Counselor.
- Any client concerns about privacy should be addressed to your Agape Counselor or to the Executive Director of Agape Counseling Associates.

I (We)_____ acknowledge that I (we) have received a notice of the privacy practices of Agape Counseling Associates. Inc.

Signature

Signature

Date