*Southampton Health Services* (SHS) is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect your personal information.

#### **SHS Commitment to Security**

Personal information is accessible only by staff designated to handle issues or requests. All SHS agents and contractors with access to personal information are also bound to adhere to this policy as part of their contract with SHS.

#### Personal Information that SHS May Collect

SHS collects the following types of personal information: names, e-mail addresses, phone numbers, and inquiry information. SHS's online contact forms are hosted on our secure servers. And no personal information is ever stored on these servers.

SHS does not collect or maintain information from those actually known to be under the age of 13, and no part of our site is structured to attract anyone under the age of 13.

## How SHS May Use Personal Information

Unless you consent, SHS will use your personal information for the purpose for which it was submitted such as to reply to inquiries, handle your appointment or information requests or aid in your program participation.

## How Your Information May Be Shared

Your information will not be used for any other purpose than delivering care under our program. SHS never sells or rents personal information.

We will also release personal information under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation, or is requested by an agency for governmental investigative purposes or governmental proceedings;
- To appropriate persons, where your communication suggests possible harm to others.

## Help Us Keep Your Personal Information Accurate

If your personal information changes or you would like to review the personal information we may have please update your information at either clinic location.

# **Computer Tracking and Cookies**

Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. SHS uses non-identifying cookies to provide easier site navigation and access to forms. You can still use SHS site if your browser is set to reject cookies. Our cookies do not generate personal data, do not read personal data from your machine and are never tied to anything that could be used to identify you.

#### Problems

If you have a complaint about SHS's compliance with this privacy policy, you may contact us at <u>WebMail@SouthamptonHealth.com</u>