

Kinetic Yoga & Pilates Privacy Policy *Reviewed 2014*

At Kinetic Yoga & Pilates we have a high regard for respecting the privacy of personal information. We are committed to the responsible collection, use, and disclosure of personal information. Additionally, we only collect information to the extent that is necessary for the provision of services that we offer. In order to ensure that we remain open and transparent with respect to how we handle personal information, please refer to the information below that describes the privacy policy that we abide by.

Personal information, and what this includes:

Personal information is any information about an identifiable individual. This may include, but is not limited to, information relating to personal characteristics (age, gender, income, address, phone number, ethnic background, family status etc.), health (details about health history, health conditions, health services received etc.), activities and/or views (religion, political viewpoints, opinions etc.). Personal information differs from business information that includes business address and phone number, both of which are not protected by privacy legislation.

Purpose for collecting personal information:

As care providers, we collect, use and disclose personal information in order to serve our clients to the best of our abilities. The primary reason for collecting personal information at Kinetic Yoga & Pilates is to allow us to complete an appropriate physiotherapy evaluation and to create a Yoga/Pilates Therapy treatment plan. We collect information about a client's health history, family health history, physical condition and function and details about social situations; as such information assists us to appropriately assess health needs, information to let the instructor know so they can provide a safe environment for you to practice.

Access to personal information is restricted to therapists and employees of Kinetic Yoga & Pilates.

Additional purposes for collecting personal information

Like other organizations, we also collect, use and disclose information for secondary reasons. The following are some examples of such purposes:

- To inform/advise clients of special events or opportunities (ie/ workshops, new services, new products)
- For quality assurance reviews of charts to ensure we are providing high quality services
- The College of Physiotherapists of Ontario is a regulatory body that helps to ensure physiotherapists provide safe care, as such they may inspect and review charts as part of a quality assurance efforts. This is in respects to participating in Yoga/Pilates Therapy, as it is under Physiotherapy services.

Steps taken to protect personal information:

- Information collected on paper is secured in a locked cabinet, at Kinetic Physiotherapy, with restricted access for Yoga/Pilates Therapy
- Computers are password protected
- Employees at Kinetic Physiotherapy are trained on the appropriate use, collection and disclosure of personal information to the extent that is necessary to fulfill their duties

How we retain and destroy personal information:

- Client files are kept for ten years (Physiotherapy service - PYT/PPT)
- External regulatory bodies require that we retain personal information for ten years
Personal information is kept to ensure that we are able to provide information regarding your treatment
- We use a shredder to destroy paper documents
- We delete electronic information, if a hard drive is to be discarded, we ensure that the hard drive is physically destroyed

Your ability to view your own personal information

- You have the right to view the personal information that we have on file for you
- We are able to assist you to understand the information should you have difficulty understanding language used or short-form terms
- We have the right to request a nominal fee for a request to obtain documents that we hold
- If you feel that there is a mistake in the information that we have you have the right to request that we correct the information - please note that this applies to factual information, and does not apply to professional opinions that have been documented

Questions or concerns?

If you have any questions or concerns please do not hesitate to contact us by phone at (289) 245-1111 or by email at info@kineticyoga.ca, we would love to hear from you.

By signing this two (2)-page form you are authorizing Kinetic Yoga & Pilates to gain access to your personal information as set out in the above information regarding our privacy policy.

I _____ (please print name) give permission to Kinetic Yoga & Pilates to collect, use, and disclose my personal information as is outlined in this privacy policy. I have reviewed the above information that explains how Kinetic Yoga & Pilates will use my personal information, and the steps that are taken to ensure the protection of my information. A photocopy of this authorization may be accepted with the same authority as the original.

_____ (Please sign) _____ (Date)

_____ (*Witness signature*) _____ (*Date*)