**Carrie Donahue, ACSW, LCSW**

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**ONLINE PRIVACY STATEMENT AND COOKIE POLICY**

As a professional engaged in the provision of therapeutic services to clients worldwide, Carrie Donahue Lipuma, PLLC, is committed to protecting the privacy of confidential and “Personal Information” (information that directly or indirectly identifies individuals who may be clients, staff, collateral professionals, job applicants or others inside or outside the business). It has always been and remains my policy of to comply with the rules of professional conduct, which impose a duty to preserve and protect confidential client information.

This Privacy Statement and Cookie Policy (the “Statement”) is based on the privacy and data protection principles common to the countries in which I operate. I apply it in light of my overarching obligations to comply with law, to preserve client confidentiality and to represent our clients as effectively as possible within the bounds of the law. This Statement is intended to summarize my data protection practices generally, and to advise my clients, website visitors, interested clients and other third parties about privacy policies that may be applicable to them.

**Collection and Use of Personal Information**

Carrie Donahue Lipuma, PLLC collects Personal Information in the course of providing therapeutic services to clients and as provided by visitors to my website or users of Internet Services. We may also collect Personal Information about you when you interact with us on social media sites and from other third parties and may also automatically collect information that may contain Personal Information as described below in the cookie policy.

I may use that Personal Information where in my legitimate interest to do so for the following purposes:

* to contact you and respond to your requests and enquiries.
* to personalize your visit and use of Internet Services and to assist you while you use those services.
* to carry out, monitor and analyze our business or website operations.
* to contact you (unless you tell us that you prefer us not to) regarding developments that may be of interest to you.
* to enter into or carry out contracts of various kinds.

**Confidentiality, Security, and Retention of Personal Information**

Consistent with professional obligations, it has always been my policy to exercise the utmost discretion regarding the information our clients entrust to me.

I maintain reasonable and appropriate, albeit not infallible, physical, electronic and procedural safeguards intended to maintain the confidentiality of Personal Information, including that provided by a visitor to this website and provided while using other Internet Services. I do not guarantee that our safeguards will always work.

I may retain information provided by you, including Personal Information, for as long as necessary to comply with legal obligations, or to achieve the purposes for which the information was originally collected and for the purposes described in the Statement and in my applicable policies. If you wish to obtain more details on my information practices, please refer to the “Contact Me” section below.

**Disclosure and Transfer of Personal Information**

I do not disclose any Personal Information to unrelated parties outside of my practice except in limited circumstances. Such circumstances include disclosures to data processors or other contractors acting on my behalf, subject to appropriate confidentiality, privacy and information security commitments provided by the receiving party, or where I believe it necessary to provide a service which you have requested, or as permitted or required by law, or as otherwise authorized or directed by you. Consistent with professional obligations, I may provide Personal Information to regulatory authorities and law enforcement officials in accordance with applicable law or when I otherwise believe in good faith that the provision of such information is required or permitted by law.

**Cookie Policy**

A cookie is a text file sent by a web server and placed on your computer by your web browser. Cookies can be usefully divided into two different types, session and persistent. Session cookies differ from persistent cookies primarily in that session cookies are temporary and expire and are normally deleted when you close your browser. Persistent cookies, in contrast, remain stored on your computer after you close your browser until they are deleted either because they expire, or you delete them.

Cookies are often used in conjunction with other Internet technologies, such as web beacons, to understand behavior on the Internet.

My Internet Service provider (ISP) may use cookies. Although the ISP may use the services of third parties in connection with these cookies, I do not allow the third-party service provider to use Personal Information about the users of our Internet Services.

None of these cookies are strictly necessary to access my Internet Services. You may reset your browser to refuse all cookies or to allow your browser to alert you when a cookie is set, however, certain parts of the Internet Services may function differently and not as well. Unless you have adjusted your browser setting so that it will refuse cookies, my Internet Services will issue cookies when you logon to my Internet Services. For more information about how to manage your cookies preferences, you should use the “help” menu of your web browser or explore the customer support sections of your web browser. Please note that you need to configure each browser on each device that you use if you wish to opt-out or block some or all cookies. If you do not wish to receive advertising cookies, you may wish to visit the Network Advertising Initiative (NAI) website by clicking [**here**](http://www.networkadvertising.org/choices/) and the Digital Advertising Alliance (DAA) website [**here**](http://optout.aboutads.info/).

**Do Not Track Signals**

“Do Not Track” signals are options available on your browser to tell operators of websites that you do not wish to have your online activity tracked. My website operates no differently if these “Do Not Track” signals are enabled or disabled. My Internet Services do not allow any third parties to collect Personal Information about your online activities over time or across websites for their own purposes.

**Children**

In order to respect the privacy of minors, I do not knowingly collect, maintain or process Personal Information submitted online via my Internet Services by anyone under the age of 18. To the extent that I collect Personal Information on minors in the context of one of the purposes mentioned in the Statement, I will only do so with the appropriate consent or as otherwise permitted under applicable laws.

**Your California Privacy Rights**

Under California Civil Code Section 1798.100 (California Consumer Privacy Act), California residents may have certain data protection rights regarding their Personal Information. These rights which may be subject to limitations and/or restrictions include: (i) the right to disclosure, deletion, access, and nondiscrimination; and (ii) the right to opt out of having your Personal Information shared or sold. I do not sell or share your Personal Information with third-party companies for their direct marketing purposes without your consent. To exercise your rights under the California Consumer Privacy Act, please send me your request using the “Contact Us” section below.

The following are categories of Personal Information defined under the Act I may collect, receive, or maintain in the course of administering business or receive from a client in the course of providing services: Identifiers, Personal information described in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)), Protected classification characteristics under California or federal law, Commercial information, Biometric information, Internet or other electronic network activity, Geolocation data, Sensory data, Professional or employment-related information, Non-public education information, and inferences drawn from other personal information.

**Changes**

I reserve the right to change this Statement at any time without advance notice. Should any new policy go into effect re: Internet Services, I will post it on this website and relevant Internet Services.

**Contact Us**

These positions serve as points of contact for answering questions, accessing, amending, or correcting your information and resolving issues and disputes. If you have any questions relating to our use of your Personal Information, please contact Carrie Donahue Lipuma, PLLC, at carriedonahuecsw@gmail.com