
NOTICE OF PRIVACY PRACTICES

Effective Date: 02/15/2026

This notice describes how your health information may be used and disclosed and how you can access this information. Please review it carefully.

Our Commitment to Your Privacy

Your privacy is foundational to the work we do.

SWFL Counseling, LLC is required by law to:

- Protect the privacy and security of your Protected Health Information (PHI)
- Provide you with this Notice explaining our legal duties and privacy practices
- Follow the terms of this Notice currently in effect
- Notify you if a breach occurs that may compromise your information

We comply with:

- The Health Insurance Portability and Accountability Act (HIPAA)
- 42 CFR Part 2, when applicable, which provides additional protections for substance use disorder records

How We May Use and Disclose Your Information

Treatment: We may use and share your information to provide, coordinate, or manage your care.

Payment: We may use your information to bill and receive payment for services.

Healthcare Operations: We may use your information for administrative and operational purposes, such as improving services or training.

Uses and Disclosures Requiring Your Authorization

We will not use or disclose your information without your written permission for:

- Psychotherapy notes (with limited legal exceptions)
- Marketing purposes
- Sale of your information
- Most disclosures involving substance use disorder treatment information

You may revoke your authorization at any time in writing.

Special Protections for Substance Use Information (42 CFR Part 2)

If your records include substance use disorder diagnosis, treatment, or referral:

- Your information is protected by stricter federal confidentiality laws



Authenticity
Value
Comfort

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- We generally cannot share this information

without your written consent

- Redisclosure is prohibited unless permitted by law

Other Uses and Disclosures Permitted or Required by Law

We may disclose information without your authorization in situations such as:

- Risk of serious harm to yourself or others
- Suspected abuse or neglect
- Court orders or legal proceedings
- Health oversight activities
- Public health concerns

When applicable, Part 2 protections override HIPAA and require additional safeguards.

Your Rights

You have the right to:

- Access and obtain a copy of your records
- Request corrections to your records
- Request a list of certain disclosures
- Request restrictions on how your information is used or shared
- Request confidential communication methods
- Receive a copy of this Notice
- Be notified of a data breach

Our Responsibilities

We are required to:

- Maintain appropriate safeguards to protect your information
- Limit use and disclosure to the minimum necessary
- Train staff on confidentiality requirements

Changes to This Notice

We reserve the right to update this Notice at any time. The most current version will always be available upon request and on our website.

Questions or Complaints

If you have questions or concerns:

SWFL Counseling, LLC

Phone: (239) 225-2180

You may also file a complaint with the U.S. Department of Health and Human Services. You will not be penalized for filing a complaint.