

# Notice of Privacy Policy (Website)

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(Currently Virtual Only)

## 1. Introduction

This Privacy Policy explains how I, Abraham Awais, owner of Olive Tree Psychotherapy, LLC, collect, use, and protect personal information through this website in accordance with federal laws, including the Health Insurance Portability and Accountability Act (HIPAA).

By using this site, you agree to the terms of this Privacy Policy.

## 2. Information I Collect

### a. Personal Information

Information you submit through this website may include personal information and, if you become a client, may become Protected Health Information (PHI):

- Name
- Email address
- Phone number
- Any information you voluntarily submit via contact forms or intake forms

### b. Non-Personal Information:

- Browser type
- IP address
- Date and time of visits
- Pages visited

This information may be collected through cookies or analytics tools to improve the website's functionality and performance.

## 3. How Your Information is Used

Information is used to respond to inquiries, schedule services, and manage administrative communication. If you become a client, your information will be governed by HIPAA and clinical documentation standards.

Olive Tree Psychotherapy, LLC does not sell, rent, or share your personal information without your written consent, unless required by law.

## 4. Data Security

Olive Tree Psychotherapy, LLC follows HIPAA-compliant practices to protect your personal and health information.

- Electronic records are securely stored and encrypted when possible
- Access to sensitive information is restricted to authorized individuals only
- Contact forms and client communication tools are selected for their security features

Reasonable administrative, technical, and physical safeguards are used to protect information submitted

through this website. Please be aware that no method of internet transmission is completely secure. Use discretion when sharing sensitive information online.

## 5. Cookies and Analytics

This website uses cookies and similar technologies to support basic site functionality and to understand how visitors interact with the site.

Cookies are small data files stored on your device that help the website function properly and improve user experience.

This website may collect information such as:

- Pages visited and time spent on the site
- Basic device and browser information
- Approximate location based on IP address
- How visitors navigate through the site

This information is used in aggregate form to help improve website performance, content, and usability.

Analytics data may be collected through third-party service providers. These providers may use cookies and similar technologies in accordance with their own privacy policies.

You may be able to disable cookies through your browser settings; however, some parts of the website may not function properly if cookies are disabled.

Where required, cookie consent tools may be used to allow visitors to accept or decline non-essential cookies.

## 6. Third-Party Tools and Links

If you access third-party services through this website (e.g., teletherapy platform, appointment scheduling, or email communication), please note that these services have their own privacy policies. Olive Tree Psychotherapy, LLC is not responsible for the content or practices of external websites.

Examples may include:

- Telehealth platforms (e.g., Sessions Health, Doxy.Me)
- Scheduling systems
- Secure client communication portals
- Google forms

## 7. Teletherapy & Confidentiality

Olive Tree Psychotherapy, LLC provides teletherapy services through a secure, HIPAA-compliant platform. You will be asked to complete an Informed Consent for Teletherapy before services begin.

As a licensed therapist, I adhere to federal and state confidentiality laws. However, confidentiality may be legally broken in the following situations:

- Suspected abuse or neglect of a child, elder, or vulnerable adult
- Serious threats of harm to self or others
- Court orders or legal subpoenas requiring disclosure

## 8. Crisis Disclaimer

This website is not intended for emergency or crisis situations. **If you are in crisis, call 911 or 988.**

## 9. Your Privacy Rights

You have the right to:

- Request access to your records
- Request corrections to your information
- Request restrictions on the use or disclosure of your information
- Withdraw consent for certain communications (where applicable)
- File a complaint if you believe your rights have been violated

To exercise any of these rights, contact Abraham Awais using the information provided below.

## **10. Updates to This Policy**

This Privacy Policy may be updated periodically to reflect changes in legal requirements or business practices. The effective date at the top of the page will be updated accordingly. Continued use of the site indicates acceptance of any changes.

## **11. Contact Information**

For questions about this Privacy Policy or how your information is handled, contact:

Olive Tree Psychotherapy Psychotherapy, LLC

Abraham Awais, LCSW (#23883)

Phone number: (480) 418-0810

Email: [abraham@olivetreepsychotherapy.org](mailto:abraham@olivetreepsychotherapy.org)