

PRIVACY POLICY AND TERMS AND CONDITIONS OF USING THIS WEBSITE

CONSENT

By using this website in any form, you consent and acknowledge to *T Counseling Privacy Policy and Terms and Conditions* described below:

INFORMATION YOU SUBMIT

Information is collected when you email T Counseling/counselor or fill out a form on this website. T Counseling owner receives the information you submit as an email. Your information—such as your name, address, phone number, payment/payment plan, counseling attendance—day and time will be shared with counselor's associates (professional colleagues), accountant(s) or bookkeeper(s), and office administrator(s), for office administration, scheduling, payment transactions, accounting, invoicing and bookkeeping purposes, as well as for professional case consultations purposes. Other than that, your information is kept in confidence, except in circumstances required by law, including when you describe harm to self or others.

Information you submit is used in one or more of the following ways:

- To improve T Counseling services and the website
- Emails, phone numbers and other contact information you provide to T counseling may be used to follow up with you and/or to contact you about your inquiries, questions, suggestions and requests you submit.
- It is not guaranteed that you will be contacted after you submit your information. T Counseling owner may keep or delete submitted information without notice to you.
- Your emails you provide to T counseling may be used sometimes to send you news, updates, and information regarding T Counseling services.

WARNING OF RISKS INVOLVING COMPUTER AND INTERNET COMMUNICATION

Please do not submit personal images or other information such as birthdates, Social Insurance Numbers and Driver's License numbers through this website, except what you have been asked for on this website.

Although efforts to keep safety of your personal information are maintained, computers and Internet transmission are not completely guaranteed to be free from scams, viruses, decimation/subversion or contamination of information, identity theft, cyber faults, software theft, computer theft and unintentional mistakes that happen in transmission of information (for example, sending one's email/information to a wrong individual). These and other risks may happen and your information may be stolen, used in other ways, intentionally, illegally and/or unintentionally. T Counseling owner, staff and associates are not responsible for any damages, losses, liabilities and other consequences that may result from actual damages or misuse of your information by others who may/may not obtain your information illegally or in other forms—not limited to what is mentioned here. *Please note that when you submit your information, you authorize T Counseling owner/staff and/or associates to contact you at any time and to keep your information you submit. You can contact T Counseling owner/staff and/or associates by using the form or the website or a written email to (contact@tcounseling.com) to cancel this permission.*

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CONTACT INFORMATION

If you have any questions regarding these Privacy Policy, Terms and Conditions you may contact *T Counseling* at contact@tcounseling.com or write to *T Counseling, Box 63022, Stadium PO, Calgary, Alberta, CANADA, T2N 4S5*

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