



# Total Long-Term Care Consultant Services, Inc.

*Certified Geriatric Care Management & Professional Guardian Services*

## Privacy Policy

### **TLCCS Commitments**

**Web Privacy** -- TLCCS does not collect information on visitors to this suite beyond what is routinely captured by a web server log. This information includes the number of visitors in a given day and week, the name of page view, and an IP address (which may be used to look up the domain name of the visitor, but not other information about the visitor). This information is used to measure the traffic to this site.

**Links** – Our website may contain links to other sites. Please be aware that TLCCS is not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our website and to read the privacy statement of each and every website that collects personal identifiable information.

**Right to Revise, Amend or Modify** – TLCCS reserves the right to revise, amend, or modify this Policy, or our other policies at any time. However, we do not intend to lesson control of your information or compromise your privacy.

**Material Changes** – If TLCCS makes any material changes in our privacy practices, we will post a notice on the website informing clients of the changes.

**Personal Information** – personal medical information in particular is highly confidential. In compliance with HIPAA regulations, TLCCS will not rent or sell your information for marketing purposes. We acknowledge that the personal information that you provide to TLCCS must be kept secure. Unless authorized by you (or by applicable law, except as provided in this Privacy Policy), TLCCS will not release any of your personal information.

**Use of Information** – We use the information that you voluntarily provide about yourself (and, where applicable, your family members) only in connection with the production and support of your TLCCS services. With the following exceptions, we do not share this information with outside parties: to comply with the law, to enforce or apply our Terms and Conditions, or to protect the rights, property, or safety of TLCCS or our clients. We use e-mail addresses supplied by clients: to provide confirmation of transactions and client-related information; to answer e-mail that we receive from clients and other site visitors. Such e-mail addresses are not shared with outside parties, except as described above. We periodically employ third parties to perform various functions on TLCCS's behalf, necessary for providing client services. These third parties will have access to your personal information solely as may be necessary for them to perform such functions.

**Use of Information Upon Termination** -- You may terminate your TLCCS client status at any time by submitting written notice, either by e-mail or mail, to Total Long-Term Care Consultant Services, Inc., P.O. Box 411928, Melbourne, Florida 32941. TLCCS is under no obligation to keep your information and records subsequent to termination.

**For specific questions about this Privacy Policy, or other questions, comments or concerns, please contact us at Total Long-Term Care Consultant Services, Inc., P.O. Box 411928, Melbourne, FL 32941 or send an e-mail to [tlccs@digital.net](mailto:tlccs@digital.net).**