

**TRE Privacy Policy** 

## Website Privacy

The Resource Exchange (TRE) is the sole owner of any information collected on our website. We only have access to/collect information that you voluntarily give us via our 'Contact Us' form, online Intake Form, other intake or enrollment forms you use on our website, or should you make a donation using our website.

We will not sell or rent your information to anyone. We will use your information to respond to you regarding the reason you contacted us.

We will not share your information with any third party outside of our organization. If you have opted in, you may receive quarterly newsletters from us and you may unsubscribe at any time.

## **Client Privacy**

There are processes and laws that TRE follows to keep information private. TRE is HIPAA compliant. If you are currently receiving services from TRE, we use health information about you for treatment, to obtain payment for treatment, for administrative purposes and to evaluate the quality of care that you receive. We use health information about you to provide quality services. Every person has the right to request and receive a copy of their records. It is the policy of TRE to establish protections for privacy and confidentiality of medical information whether oral or recorded in any form or medium. The administrative simplification requirements of the Health Insurance Portability and Accountability Act (HIPAA) are covered in four parts:

- Standardization of electronic health, administrative and financial data
- Creation of unique health identifiers for individuals, employers, health plans and health care providers
- Establishment of security standards to protect the confidentiality and integrity of "individually identifiable health information," past, present or future
- Enactment of protections for the privacy of one's health information

## **Donor Privacy**

We honor our donors' investment in our work, as well as their right to privacy by strict adherence to the Association of Fundraising Professionals' Donor Bill of Rights and Code of Ethical Standards.

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