



INITIAL PRIVATE CHART CONSULTATION

PRIVACY POLICY

You have a right to know how and why our office collects, uses and discloses a client's personal information: The use of your private information is strictly for use by members of the Natural Family Planning Association (AB), including teachers, teachers-in-training, office and clerical staff. Any request to share this information outside of our organization (for example, a licensed health practitioner to whom we have referred you) must come in writing from you. Copies of our Privacy Policy can be obtained directly from an NFPA AB Teacher or from our website: www.billingslife.ca

How information is collected: We may collect information by telephone, email or fax, but mostly through personal interview at the initial private chart consultation.

Why we collect the information: We collect the information to assist you to plan and space your family naturally, and to contact you regarding appointments, upcoming events, and fund-raising.

Who might see your personal information: The Client Registration and Record Form is kept by the teacher(s) with whom you are consulting in a file to be accessed only by the teacher(s) with whom you are consulting and where present, (a) teacher(s)-in-training.

Part 1 on the Client Registration and Record Form (general contact information) will be forwarded to the NFPA AB office and may be seen by office staff as is necessary to your continued participation in NFPA AB programs.

Part 2 and 3 on the Client Registration and Record Form (health information and notes written about your charting consultations) is not shared with our office and remains in the possession of your teacher and, may be shared confidentially with other teachers involved in your charting consultations, including a teacher-trainer with whom the teacher may consult and/or, any teacher-in-training who is involved with your consultations. Only first names will be used.

Limitations to confidentiality:

Disclosure may be required by any of the following circumstances:

- when the client requests disclosure through a signed release form
- where there is suspected abuse or neglect of a child
- where there is imminent danger to an identifiable third party or the client
- when a court orders disclosure or disclosure is otherwise required by law
- when a client files a complaint or claims liability in a lawsuit

I understand and agree to the above-described Policy and consent to the NFPA AB's use of my Personal Information for the described purposes.

Signature _____ **Date:** _____

I wish to be notified of upcoming events or activities from NFPA AB YES _____ NO _____