

## ONLINE PRIVACY AND SECURITY NOTICE

This privacy notice applies solely to information collected by [www.alexbelldental.com](http://www.alexbelldental.com)

Please accept this as notification on the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email, online forms or other direct contact from you. We will not sell or rent your information to anyone.

We will use your information to respond to you, regarding questions and issues you bring to our attention only. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request.

Example:referral to a specialist.

Unless you ask us not to, we may contact you via email.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information through our online forms system, your information is protected both online and offline.

We never collect sensitive information (such as credit card data) via the Internet. All information submitted through our online forms system is stored, in PDF format, on a secure (SSL) server, and password protected until downloaded by our office staff. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. All information is encrypted during transmission.

In addition to the safety features outlined above, we also protect your information offline. Only practice staff who need the information to perform a specific job (for example, billing or patient follow-up) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are also kept in a secure environment.

**If you have any further questions about online forms security, or feel we are not abiding by this privacy policy, you should contact us immediately by telephone at (937) 435 7311.**