



# CONFIDENTIALITY

## Privacy Notice

Personal information provided is **Confidential**. This confidentiality notice discloses the privacy practices for [www.AdvancedClinicalNutrition.com](http://www.AdvancedClinicalNutrition.com) and applies to information requested through or collected by this web site and/or provided directly from you. This notice includes 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

Dr. Donna F. Smith of **Advanced Clinical Nutrition**, Wichita Falls, Texas, is the sole owner of this website. Only Dr. Smith and the appropriate staff member responsible for processing your information has access to and/or collect information that you voluntarily give us via email, through our website or other direct contact from you.

We will use your information to respond to you, regarding the reason you contacted us. We will not sell or rent this information to anyone. We will not share your information with any third party outside of our business, other than as necessary to fulfill your request, e.g. to ship an order.

In the future, for those who subscribe to Dr. Smith's Clinical Nutrition Educational Newsletter, **HealthQuest e-News**, you may be informed of misleading public nutritional information and media news, education to help you improve your health and prevent disease, our specials, new products or services, or changes to this privacy policy. Though we request that you read at least three issues to determine its value to you, you may opt out on receiving this information by simply clicking on the "unsubscribe" feature in the newsletter email at any time.

### YOUR ACCESS TO AND CONTROL OF INFORMATION

Regarding direct contact from our office, you may be assured that this is only for the duration for which you choose to engage in our services, unless you deem otherwise. Because data we have about you is submitted from you directly to us and/or is received through Laboratory Reports from testing your biochemistry, you may do the following at any time by contacting us via the email address or phone number given on our website and provided below for your convenience.

- Change (correct or update) any data we have about you.
- Have us delete any data we have about you, not subject to historical legal and ethical clinical nutrition practices.
- Express any concern you have about our use of your data.

### SECURITY

We take precautions to protect your information at all times. When you submit sensitive information by email, phone or through our website, your information is protected both online and offline.

At this time, we request that any credit card information be telephoned directly to us. In the future when access to pay for services is available on our website, wherever we collect sensitive information (such as credit card data), that information will be encrypted and transmitted to us in a secure way. You will be able to 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.

Therefore, in addition to the above, we also protect your information offline. Again, only employees who need the information to perform a specific job (for example, invoicing payments or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

**If you feel that we are not abiding by this privacy policy, you should contact Dr. Smith immediately via telephone at (940) 761-4045 or email at [Services@AdvancedClinicalNutrition.com](mailto:Services@AdvancedClinicalNutrition.com).**