



SunShine Therapy Website Privacy Policy

Last updated: 01/01/2019

What are SunShine Therapy website privacy policies about?

SunShine Therapy values your privacy and appreciates your trust in our business. This Privacy Policy explains how we use, share and protect the personally identifiable information that we collect about you and the choices you have.

This policy applies to visitors to www.SunShineTherapyLLC.com and to our online visitors. By visiting or using our Website, you agree to this Privacy Policy.

Our [Terms of Use](#) together with this [Privacy Policy](#) govern your use of the website services.

BY USING OR OTHERWISE ACCESSING THESE WEBSITE SERVICES, YOU FULLY AGREE TO THIS AGREEMENT. IF YOU DO NOT AGREE, YOU CANNOT USE THESE SERVICES.

Introduction to our privacy policies

This privacy practice and policy includes what kinds of information we collect, what we do to protect your privacy, the choices you have with respect to your personal information, and what to do if you have questions about our privacy policy.

We collect and maintain a range of data in order to provide services to you and maintain safe and secure Website services. This Privacy Policy also applies to: (1) our Website (2) email messages between you and the Website; and (3) cookies included on the Website.

This Privacy Policy is effective as of 01/01/2019.

SunShine Therapy may revise this Privacy Policy from time to time by posting a revised Privacy Policy on our Website and changing the last modified date at the top of the Privacy Policy. If we make significant changes to the Privacy Policy, we will note the Privacy Policy has changed on the main page of the Website. We reserve the right to modify this Privacy at any time, so please review it frequently. By continuing to access or use the services after the effective date of any such change, you agree to be bound by the modified Privacy Policy.

Personal Information or Personally Identifiable Information (PII), is defined in this policy as information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

This Privacy Policy DOES NOT apply to information collected by any Third-Party Service on the Website (*see Third-Party Services section below*). Nor does it apply to any Third-Party Service application or content (including advertising) that may link to or be accessible from or the Website.

SunShine Therapy Website Privacy Policy Continued

An important note about children's privacy

We recognize that protecting children's identities and privacy online is important and that the responsibility to do so rests with both SunShine Therapy and with parents/guardians. SunShine Therapy Website is not intended for children under 13 years of age. No one under age 13 may provide any personal information on the Website. If you are under 13 years of age, do not use or provide any information on the Website or on or through any of the features on the Website or provide any information about yourself to us (including your name, address, telephone number, email address, or any screen name or user name). In compliance with the Children's Online Privacy Protection Act of 1998 (COPPA), we do not knowingly collect Personal Information from children under 13 years of age. If we learn that we have collected or received Personal Information from a child less than 13 years of age we will delete that information. If you believe that we might have any information from or about a child less than 13 years of age, please contact SunShine Therapy as indicated below.

What are Third-Party Services?

At our discretion, SunShine Therapy may include various Third-Party Services on our Website. Third-Party Services are web-based services and technologies that are not owned or operated by SunShine Therapy, though are on our Website.

Examples of Third-Party Services could include: PayPal, Google, Vistaprint Cookies, Facebook, Twitter, etc.

Third-Party services and experts are not SunShine Therapy workforce members of, or directly affiliated with SunShine Therapy or this Website in any way. In addition, Third-Party websites may link to our Website. This Privacy Policy does not apply to the privacy practices of any Third-Party website that may be linked to our Website. Please be advised that the privacy policies of websites that link to our Website would apply to your activity on any such Third-Party websites. These Third-Party sites have separate and independent privacy policies. SunShine Therapy therefore has no responsibility or liability for the content and activities of these linked sites.

We seek to protect the integrity of our site and welcome any feedback about the Third-Party website links included on our Website. You may provide such feedback by contacting us as indicated below.

What are Website cookies?

In order to offer and provide a customized and personal service, our Website and applications may use cookies and similar technologies to store and help track information about you.

A "cookie" is a piece of information that is sent to your browser along with a web page when you sign-on to a website. It is a unique identifier that a web server places on your computer and is relatively standard. Most Internet browsers are initially set up to accept cookies, though you can use your browser to either notify you when you receive a cookie or to disable cookies.

By visiting this Website, you consent to the use of cookies and similar technologies in accordance with this Privacy Policy.

What Personal Information is collected?

When you visit our Website we may track information about your visit and store that information in a web based sever. The server automatically captures and saves the information electronically. There is another way we collect data; we collect information directly from you when you voluntarily provide it.

SunShine Therapy Website Privacy Policy Continued

Information You Voluntarily Provide:

- If you provide us with Personal Information by filling out the “contact us” form on this Website or
- If you make an On-Line Payment with a Third-Party Service (PayPal), Personal Information is collected
 - Information collected could include: email address, name, phone number, message, payment information, etc.)

Non-Personally Identifiable Information Collected Automatically

- We use cookies and collect and provide to Third-Party Services (such as to Google Analytics, PayPal, Vistaprint) certain information about your equipment, browsing actions, and patterns, when you navigate through and interact with our Website, including, for example, the following types of non-personally identifiable information:
 - Your unique internet protocol address
 - Name of your unique internet service provider
 - The Town/city, county/state and country from which you access our Website
 - Details regarding your visits(s) to the Website (e.g., pages visited)
 - Browser information (e.g., browser name, viewport or viewing pane)
 - User information (e.g. language)

How do we use your Personal Information that is collected?

We use Personal Information for legitimate business purposes as allowed by applicable law to provide you with a personalized Internet experience that delivers the information, resources, and services that are most relevant to you. We don't share any of the information you provide with others, unless we say so in this Privacy Policy, or when we believe in good faith that the law requires it.

We never sell or rent the Personal Identifiable Information, as defined in this policy, except as described in this policy in the context of an unlikely sale of SunShine Therapy business (*see Transfer of Business section below*).

User-Supplied Information:

- If you fill out the “contact us” form on this website, this information will be used so that we may respond to your inquiry. We may also use information you provide to us to communicate with you in the future.
- Third-Party Services: If you make an On-Line Payment on this Website, this information will be used so the Third-Party Service (PayPal) can process your payment and/or to comply with Third-Party contract.
- Customer Support: we may also use your information to resolve technical issues you encounter, to respond to your request for assistance, and/or to repair and improve services.
- Safety and Security: we use information about you and your service use to verify activity, to monitor suspicious or fraudulent activity and to identify violations of service policies.

Data Retention

We only retain the Personal Information collected from you for a limited period of time as long as we need it to fulfill the purposes for which we have initially collected it, unless otherwise required by law. We will retain and use information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements as follows: (a) information on legal transactions between an current active client and SunShine Therapy is retained according to laws and SunShine Therapy Administrative Policies (b) information on legal transaction between a

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potential client and SunShine Therapy is retained according to laws and SunShine Therapy Administrative Policies (b) information collected by Third-Party Services will follow the individual Third-Party Services policies.

Email marketing and other communications

We do not use your Personal Information to contact you with marketing materials; though do use your provided email and/or phone number to contact you to address your inquiry. If you no longer wish to receive such communications from us, please contact us at (734) 646-3149 or send a “contact us” message with your request.

What measures do we take to protect your privacy?

We follow Health Insurance Portability and Accountability Act (HIPAA)

- To the extent that any of our information we collect constitutes Protected Health Information under HIPAA, we comply with the requirements of HIPAA and its implementing regulations. Please see our Notice of Privacy Practices on our Website. The Notice of Privacy Practices will apply with respect to the use and disclosure of Protected Health Information (PHI) to the extent that there is a difference between this Privacy Policy and our Notice of Privacy Practices.

We limit request of Confidential, Proprietary or Sensitive Personally Identifiable Information

- Because the security of your Personal Information is important to us, we only ask for Personally Identifiable Information where it is reasonably necessary to provide the services.
- We will never ask (and please do not share on our Website) Personally Identifiable Information such as Social Security Number, Date of Birth, and/or Driver’s License Number. Note: paying clients are asked for payment information through a secured Third-Party Service.

We employ Protection of your information

- We implement secure and reasonable administrative, physical and electronic security measures designed to protect your Personal Information from accidental loss, unauthorized access, and/or use or disclosure.
 - Even though we employ great measures to protect your data, we cannot 100% ensure that unauthorized persons will always be unable to defeat our security measures. To the extent the law of your jurisdiction allows for notification of a breach via email or conspicuous posting through the Website, you agree to accept notice in that form.

Choices you have about your Personal Information

At any point you may stop using our Website, and/or stop voluntarily sharing any Personal Information on our website.

You may also explore your Internet browser options and opt-out of the collection and use of information through cookies. Note: You should be aware that some features of many sites may not function properly if you don’t accept cookies. Each Internet browser and system can vary, however you may consider these options:

- You may disable or limit cookies from your browser (if that option is available with your computer hardware/software).
- Disable cookies or limit cookies from this Website.
- Disable cookies or limit cookies from this Websites Third-Party Services: You may be able to opt-out of the collection and use of information by visiting www.aboutads.info/choices or by going to their individual websites.
 - Google Opt-out: <https://support.google.com/ads/>

SunShine Therapy Website Privacy Policy Continued

Special notification for California residents

California Do Not Track

- Our web services do not alter, change, or respond upon receiving Do Not Track (DNT) requests or signals in browsers. As described in this policy, we track user activity using cookies and similar technologies. Information collected helps us analyze website usage and improve the user's experience.

California Shine the Light

- California residents may request certain information regarding businesses disclosure of Personal Information to Third-Party Services for their direct marketing purposes. SunShine Therapy does not disclose Personal Information to Third-Party Services for their direct marketing purposes.

California Consumer Right to Privacy Act of 2018

- California residents may request the following information from us by contacting us as indicated below:
 - The categories of personal information we have collected about the consumer
 - The categories of sources from which we collected personal information
 - Our business or commercial purpose for collecting or selling the information
 - The categories of Third-Party Services whom we share personal information
 - The specific pieces of person information we collected about the consumer

California Resident Request for Deleting Personal Information

- California residents may request that we delete Personal Information about them which we have collected from the consumer except information collected in certain situations, such as, for example, to complete the transaction for which the information was provided; provide a good or service requested by the consumer; detect security incidents and protect against malicious, deceptive fraudulent, or illegal activity; comply with a legal obligation; and otherwise use the Personal Information internally in a lawful manner that is compatible with the context in which the consumer provided the information or the consumers' expectations based on the consumers relationships with us.

Special notification for Canadian residents

Pursuant to the Personal Information Protection and Electronic Documents Act, Canadian visitors to our Website may also request an accounting of the Third-Party Services to whom Personal Information about them has been disclosed and the uses that have been made of their information.

Transfer of Business

In an unlikely event that SunShine Therapy, LLC transfers business assets due to selling the business or closing our business, Website information is generally one of the transferred business assets; but remains subject to the promises made in any pre-existing Privacy Notice (unless, of course, you consent otherwise).

How to contact us

If you have a questions, concerns, and/or any unresolved privacy or data use concerns you may contact us by U.S. Postal Mail, by phone, or by email:

U.S. Postal Mail	Phone	Email
SunShine Therapy 214 South Main Street, Suite 209 Ann Arbor, MI 48104	(734) 646-3149	SunShineAdkins@SunShineTherapyLLC.com OR SunShineTherapyLLC.com