

#### DATA COLLECTION AND PRIVACY POLICY

Your Home Care LLC is committed to respecting your privacy and protecting your personal information. This Data Collection and Privacy Policy describes the types of information we collect and how we use and protect that information. By using our website or signing up for our services, you consent to our collection and use of your information as described in this policy.

### **Information We Collect**

We collect personal information when you sign up for our services, visit our website, or communicate with us. The information we collect may include:

- Name, address, phone number, email address, and other contact information
- Date of birth and other personal identification information
- Health information, including medical history, medication, and treatment information
- Financial information, including payment details and insurance information
- Other information you provide to us

We collect this information through various means, including in-person meetings, phone conversations, email exchanges, and online forms.

## Use of Personal Information

We use personal information to provide our services and improve our operations. This includes:

- Communicating with clients and their family members
- Assessing client needs and developing a care plan
- Coordinating and providing caregiving services
- Managing payment and insurance claims
- Improving our services and operations



#### Disclosure of Personal Information

We may disclose personal information to:

- Caregivers and other service providers who provide services to our clients
- Insurance providers, government agencies, and other third-party service providers as necessary to provide our services
- Our legal and professional advisors
- Law enforcement agencies or other parties as required by law or to protect our rights and interests

We will not sell or rent your personal information to any third party.

Protection of Personal Information

We take appropriate measures to protect personal information from unauthorized access, use, disclosure, alteration, or destruction. These measures include:

- Access controls to limit access to personal information
- Password protection and encryption of electronic records
- Physical security measures to protect paper records
- Regular review and monitoring of our security practices

We also require our service providers to implement appropriate security measures to protect personal information.

# Your Rights

You have the right to:

- Access your personal information and request that we correct or delete it
- Object to the processing of your personal information or request that we restrict its processing
- Withdraw your consent to the processing of your personal information

If you have any questions or concerns about our Data Collection and Privacy Policy or the collection, use, or disclosure of your personal information, please contact us at info@yourhomecarellc.com We will respond to your inquiry as soon as possible.