

# PRIVACY POLICY

**Shelia D. Duncan, LCSW-C** ("Company," "we," or "us") respects your privacy and is committed to protecting it through this Privacy Policy.

This Privacy Policy governs your access to and use of **SHELIADUNCAN.COM**, including any content, functionality and services offered on or through **SHELIADUNCAN.COM** (the "Website"), whether as a guest or a registered user.

When accessing the sheliaduncan.com , the **Shelia D. Duncan, LCSW-C** will learn certain information about you, both automatically and through voluntary actions you may take, during your visit. This policy applies to information we collect on **SHELIADUNCAN.COM** and in email, text, or other electronic messages between you and the Website.

Please read the Privacy Policy carefully before you start to use the Website. By using the Website or by clicking to accept or agree to the Terms of Use when this option is made available to you, you accept and agree to be bound and abide by the Privacy Policy. If you do not want to agree to the Privacy Policy, you must not access or use the Website.

## Children Under The Age Of 13

Our website **SHELIADUNCAN.COM** is not intended for children under 13 years of age. No one under age 13 may provide any information to or on **SHELIADUNCAN.COM**. We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on this Website or on or through any of its features/register on the Website, make any purchases through the Website, use any of the interactive or public comment features of this Website or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use.

If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at sheliaduncan@sheliaduncan.com.

## Information We Collect About You

When you access the **SHELIADUNCAN.COM**, **Shelia D. Duncan, LCSW-C** will learn certain information about you during your visit. Information You Provide To Us. **SHELIADUNCAN.COM**

Website provides various places for users to provide information. We collect information that users provide by filling out forms on the **SHELIADUNCAN.COM**, communicating with us via contact forms, responding to surveys, search queries on our search feature, providing comments or other feedback, and providing information when ordering a product or service via the Website.

We use information you provide to us to deliver the requested product and/or service, to improve our overall performance, and to provide you with offers, promotions, and information.

### **Information We Collect Through Automatic Data Collection Technology.**

As you navigate through our Website, we may use automatic data collection technologies including Google Analytics to collect certain information about your equipment, browsing actions, and patterns. This will generally include information about your location, your traffic pattern through our website, and any communications between your computer and our Website. Among other things, we will collect data about the type of computer you use, your Internet connection, your IP address, your operating system, and your browser type.

The information we collect automatically is used for statistical data and will not include personal information. We use this data to improve our Website and our service offerings. To the extent that you voluntarily provide personal information to us, our systems will associate the automatically collected information with your personal information.

### **Email Information**

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received online, mail, and telephone. For further information see the email policies below.

### **Email Policies**

We are committed to keeping your e-mail address confidential. We do not sell, rent, or lease our subscription lists to third parties, and will not disclose your email address to any third parties except as allowed in the section titled Disclosure of Your Information.

We will maintain the information you send via email in accordance with applicable federal law.

## **Disclosure Of Your Information**

As a general rule, we do not sell, rent, lease or otherwise transfer any information collected whether automatically or through your voluntary action.

We may disclose your personal information to our subsidiaries, affiliates, and service providers for the purpose of providing our services to you.

We may disclose your personal information to a third party, including a lawyer or collection agency, when necessary to enforce our terms of service or any other agreement between you and **Shelia D. Duncan, LCSW-C**.

We may provide your information to any successor in interest in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of **Shelia D. Duncan, LCSW-C**'s assets and/or business.

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights or when compelled by a court or other governmental entity to do so.

## **How Do We Protect Your Information and Secure Information Transmissions?**

We employ commercially reasonable methods to ensure the security of the information you provide to us and the information we collect automatically.

Email is not recognized as a secure medium of communication. For this reason, we request that you do not send private information to us by email. However, doing so is allowed, but at your own risk. Some of the information you may enter on our website may be transmitted securely via a secure medium known as Secure Sockets Layer, or SSL. Credit Card information and other sensitive information is never transmitted via email.

**Shelia D. Duncan, LCSW-C** may use software programs to create summary statistics, which are used for such purposes as assessing the number of visitors to the different sections of our site, what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

For site security purposes and to ensure that this service remains available to all users, **Shelia D. Duncan, LCSW-C** uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

## **Policy Changes**

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you by email to the email address specified in your account and/or through a notice on the Website home page. The date the privacy policy was last revised is identified at the bottom of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

## **Contact Us**

Shelia D. Duncan, LCSW-C welcomes your questions or comments regarding the Privacy Policy:

Shelia D. Duncan, LCSW-C

Email Address: [sheliadduncan@sheliaduncan.com](mailto:sheliadduncan@sheliaduncan.com)

Effective as of August 1, 2022