

## **NOTICE OF PRIVACY PRACTICE**

**THE NOTICE DESCRIBES HOW PERSONAL, HEALTH AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**THE PRIVACY OF YOUR PERSONAL INFORMATION IS IMPORTANT TO US.**

### **OUR RESPONSIBILITIES**

**We at Expert Nutrition and Wellness LLC (ENW) understand that the information you provide us with is personal. Applicable federal and state law requires us to maintain the privacy of your information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your personal information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 12/1/2021, and will remain in effect until we replace it. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all personal information that we maintain. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request. You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.**

### **USES AND DISCLOSURES OF PERSONAL HEALTH INFORMATION**

**We may use and disclose personal information for your training, to provide services to you, and to accept payment.**

**Some uses include:**

**To Treat You: We can use or disclose your information in order to provide training and services to you.**

**Required by Law: We may use or disclose your personal information when we are required to do so by state or federal law, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law or for any other legal process.**

**Your Authorization: In addition to our use of your personal information for training, payment or other operations, you may give us written authorization to use your personal information or to disclose it to anyone for any purpose, such for use on social media, or for advertising purposes. If you give us an authorization, you may revoke it in writing at any time; your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization for use of pictures and/or videos on social media or for advertising, we cannot use or disclose your personal information for any reason except those described in this Notice.**

**Persons Involved In Services: We may use or disclose personal information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your**

general condition, or death. If you are present, then prior to use or disclosure of your personal information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

## **PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your personal information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. We will charge you a reasonable cost-based fee for expenses such as copies, mailing, and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.)

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your personal information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your personal information by alternative means or at alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location and provide a satisfactory explanation on how payments will be handled under the alternative means or location you request. We are not required to agree to these alternative communications, but if we do, we will abide by our agreement (except in an emergency).

**Amendment:** You have the right to request that we amend your personal information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

## **QUESTIONS AND COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

## CONTACT INFORMATION:

Email: [info@expertnutritionandwellness.com](mailto:info@expertnutritionandwellness.com)

Address: at 738 Marcellus Dr. Westfield, New Jersey

Phone: 908-514-8609

### Privacy Policy When on ENW Website

1. Policy. Expert Nutrition and Wellness LLC (ENW) Privacy Policy covers ENW's treatment of personal or personally identifiable information ("Personal Information") that may be collected when you are on the ENW web site and when you use ENW's services. This policy does not apply to the practices of companies that ENW does not own or control, or to individuals that are not under ENW's supervisory control.
2. Collection and Use of Personal Information. ENW may collect Personal Information when you use certain services on the ENW web site or when you visit cookie-enabled web pages. This type of information may consist of name, email address, mailing address, telephone number, age, gender and credit card numbers. ENW may also log your IP address when you use the ENW web site. ENW uses this Personal Information to fulfill requests for our services or products, to contact users regarding changes to our site or our business, and to customize the content that you might see on the ENW web site. ENW may also use "cookie" files to better serve your needs by creating a customized web site that fits your needs.
3. Sharing and Disclosure of Personal Information. ENW will not sell or rent your Personal Information to any individual, business, or government entity. NEW will share your Personal Information with other entities should you request ENW to share such information, or if ENW is required to respond to court orders, subpoenas or other legal processes.
4. Encryption. All user account pages are protected with Secure Socket Layer ("SSL") encryption. All user accounts must be accessed with usernames and passwords. You are advised not to share your username and password with any other person.[M1]
5. Amendments. ENW reserves the right to amend this policy at any time. ENW will contact registered users by e-mail, and shall also post a notice of changes on its web site, when and if the terms of this policy are amended.
6. Contact. You may contact ENW directly by e-mailing [info@expertnutritionandwellness.com](mailto:info@expertnutritionandwellness.com) should you have any questions regarding this policy.