



BEHAVIORAL PROGRAM & COUNSELING SERVICES	SECTION NAME: PRIVACY
DEPARTMENT: FACILITY-WIDE	SUB SECTION: ORGANIZATIONAL
APPROVED BY: Tracy Charles-Smith President of DOT Lake Village Council	SECTION: NUMBER: 01.W-PR.01
	POLICY STATUS: APPROVED
	EFFECTIVE: 02/02/2021
	REVISED: N/A

Subject: "Teejuh's" Website Privacy Policy

**PURPOSE:**

The purpose of this policy and procedure is to implement a uniform and culturally appropriate approach, to protecting "All," patients/clients of "Teejuh's," Behavioral Program & Counseling Services privacy and confidential information.

**SCOPE:**

The scope's rationale was designed to meet a directive laid-out by DOT Lake Village Council, which protects "ALL," confidential, anonymous connection to our advocates and/or website.

**POLICY:**

"Teejuh," Behavioral Program and Counseling Services, is provided with the intent to give confidential, anonymous assistance to those in crisis, or those calling on behalf of a victim. While providing this service, advocates may ask about non-personal-identifying information, such as;

- ❖ Type of caller,
- ❖ Organization name, if referred,
- ❖ Gender,
- ❖ Race,
- ❖ Age,
- ❖ City, Town or Village,
- ❖ State,
- ❖ Zip Code
- ❖ How caller heard about the service

**PROCEDURE:**

Users can choose not to provide identifiable information during interactions with an advocate. The collection of this information is critically important to the function and utilization of our service. We may use this non-personal-identifying information for internal purposes, for data analysis, for research, or to improve marketing platforms. This information is also collected to improve the experience of those calling "Teejuh."

**PERSONALLY-IDENTIFYING INFORMATION:**

Both the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA) prohibit sharing personally-identifying information about victims without informed, written, and reasonably time-limited consent. "Teejuh," is further prohibited from sharing personally-identifiable information to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements. As outlined above/below, both the Violence Against Women Act and the Family Violence Prevention Services Act permits limited sharing of personally-identifiable information when mandated by state law or valid court order.

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### **LEGAL DISCLOSURE:**

We may access and/or disclose personally-identifying information if required to do so by law or in the good faith belief that such action is necessary to:

- (a) Conform to the edicts of the law or,
- (b) Comply with Legal Process served on "Teejuh."

"Teejuh," staff and advocates are located in DOT Lake Village, and as such, may not be trained or fully knowledgeable, about the laws of your particular state. Therefore, other state laws may apply to our communications with you. These laws may not protect your communications or privacy to the same degree or in the same manner as the laws of the state you're calling from. Additionally, the Violence Against Women Act and the Family Violence Prevention and Services Act Permit limited sharing when mandated by state law or valid court order. However, even in this situation, "Teejuh," is required to protect your information as much as possible, thus still complying with mandates or valid court orders.

### **MANDATORY REPORTING:**

"Teejuh," staff and advocates are considered mandatory reporters. In situations regarding the welfare of a minor, such as child abuse or neglect, and personally-identifying information that is provided to an advocate will be shared to the extent required by mandatory reporting. Only information necessary to comply with mandatory reporting requirements will be shared with only those with whom it is required to be shared.

### **SOFTWARE AND APPLICATION SERVICE PROVIDERS (3<sup>RD</sup> PARTY):**

Our operation will undertake an annual review, of any third party privacy policies affecting "Teejuh," services. "Teejuh," is not responsible for changes or updates made outside of the review period

### **DIRECT CONNECTION:**

As part of utilizing our services at "Teejuh," an advocate may provide callers with what is known as a direct connection to "OUR," service provider. "Teejuh," does not share any personal identifying information with our service-provider, unless by authorized referral, and detailed information has been obtained by the caller, through "Teejuh's," [Registration/Demographic "FORM,"](#) for submission to our service-provider.

### **TECHNICAL INFORMATION COLLECTED:**

Our web servers automatically collect non-personal-identifying information, such as the domain name of the internet access provider, the internet protocol address used, to connect the computer to the internet, the average time spent on our website, pages viewed, information searched for, access times, and other relevant statistics, Again, this information is used to improve the functionality of this site, to improve the overall user experience, and for data analysis.

### **OTHER WEBSITES:**

"Teejuh's," site and services offer links to other websites. Please note that when clicking on one of these links, you are entering another website for which "Teejuh," has no responsibility. Users are encouraged to read the privacy statements on all such sites as those policies may differ from "Teejuh." We are not responsible for any information provided on third-party sites or in third-party policies.

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**NOTIFICATION OF POLICY CHANGES:**

We reserve the right to change, modify or add to our privacy policy, therefore protecting the ethical, privacy, and confidentiality standards, which are required of "Teejuh," as a helpline under both Federal Law and grant compliance requirements. Notification of any changes to the "Teejuh," privacy policy will be posted to our homepage, or other appropriate location to adequately inform users of these revisions. We encourage users to please review it frequently.

**CONTACTING THE WEBSITE:**

If you have any questions about this privacy policy, the practices of the site, or you're dealing with this site, please contact: [DotLakeVillage@gmail.com](mailto:DotLakeVillage@gmail.com)

**DEFINITIONS:**

Advocate: One who supports or promotes the interests of a cause or group.

VAWA: Violence Against Women Act was a United States Federal law (Title IV of the Violent Crime Control and Law Enforcement Act, H.R.3355), reauthorized 2000, 2005, and 2013. The Act also established the Office of Violence Against Women within the Department of Justice.

FVPSA: Family Violence Prevention and Services Act, is a United States law, first authorized as part of the Child Abuse Amendments of 1984 (PL 98-475, that provides federal funding to help victims of domestic violence and their dependent children by providing shelter and related help, offering violence prevention programs, and improving how service agencies work together in communities.