

CONFIDENTIALITY

Dear Client,

In order for me as your wellness coach to help you fully, it is very valuable, although not required, that you share your confidential personal information, openly and honestly, in any questionnaire(s), and during your coaching sessions.

I will preserve the privacy and confidentiality of all of your personal information, including your name and email address, and all communications. Only I, as your coach will have access to your personal information, including your name and email address.

None of your personal information will be shared with any person or organization including your employer, health plan, or healthcare provider unless you provide permission.

You can add, edit, or delete any of your personal information, or ask me to add, edit, or delete any of your personal information at any time. I will maintain your client file in the Alive & Well Coaching database for 12 months after the completion of your coaching program. I will delete your client file at any time if requested by you in writing.

If you have further questions or concerns