**PRIVACY STATEMENT**

We are committed to protecting your privacy and providing a safe online experience. This Privacy Statement applies to our Practice's website and governs our data collection and usage practices. By using this website, you consent to the data practices described in this Privacy Statement.

**Collection of your Personal Information**

This Practice collects personally identifiable information provided by you, such as your e-mail address, name, home or work address or telephone number. This Practice also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites. There is also information about your computer hardware and software that is automatically collected by this website. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of this website. Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through public message boards, this information may be collected and used by others. This Practice encourages you to review the privacy statements of websites you choose to link to from the website so that you can understand how those websites collect, use and share your information. This Practice is not responsible for the privacy statements or other content on any other websites.

**Use of your Personal Information**

This Practice collects and uses your personal information to operate the website and deliver the services you have requested. This Practice also uses your personally identifiable information to inform you of other products or services available from this Practice and its affiliates. This Practice may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. This Practice does not sell, rent or lease its customer lists to third parties. This Practice may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services and they are required to maintain the confidentiality of your information. This Practice does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent. This Practice will disclose your personal information, without notice, only if required to do so by law.

**Use of Cookies**

The website uses "cookies" to help this Practice personalize your online experience. A cookie is a text file that is placed on your hard disk by a webpage server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

**Security of your Personal Information**

This Practice secures your personal information from unauthorized access, use or disclosure. This Practice secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

**Changes to this Statement**

This Practice will occasionally update this Privacy Statement to reflect company and customer feedback. We encourage you to periodically review this Privacy Statement to be informed of how this Practice is protecting your information.

**Contact Information**

Please contact us by phone at 703-596-4603 or by mail at 1650 Tysons Blvd, Suite 100, McLean, VA 22102.

**HIPAA-Compliant Information**

**1. Your Rights Regarding Protected Health Information**

As a patient, you have specific rights concerning your PHI, including:

- Right to Access: You have the right to inspect and obtain a copy of your PHI. This includes medical and billing records used to make decisions about your care. To access your records, please submit a written request to our Privacy Officer.

- Right to Amend: If you believe that your PHI is incorrect or incomplete, you may request an amendment. We may deny your request if the PHI is accurate and complete or if it was not created by us.

- Right to an Accounting of Disclosures: You have the right to request a list of disclosures of your PHI made by us in the past six years, excluding disclosures made for treatment, payment, and healthcare operations.

- Right to Request Restrictions: You may request a restriction on the use or disclosure of your PHI for treatment, payment, or healthcare operations. We are not required to agree to your request but will consider it carefully.

- Right to Request Confidential Communications: You can request that we communicate with you in a specific way or at a specific location. We will accommodate reasonable requests.

- Right to a Paper Copy of This Notice: You have the right to obtain a paper copy of this Privacy Policy upon request, even if you have agreed to receive it electronically.

**2. Our Legal Duties**

Sanctuary Cosmetic Center is committed to maintaining the privacy and security of your PHI. We are required by law to:

- Ensure the confidentiality, integrity, and availability of all PHI we create, receive, maintain, or transmit.

- Protect against any reasonably anticipated threats or hazards to the security or integrity of such information.

- Protect against any reasonably anticipated uses or disclosures of such information that are not permitted or required under HIPAA regulations.

- Ensure compliance by our workforce.

We are legally obligated to abide by the terms of this Privacy Policy and provide you with notice of our legal duties and privacy practices regarding your PHI.

**3. Complaints**

If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services (HHS). To file a complaint with us, contact our Privacy Officer at:

Sanctuary Cosmetic Center

1650 Tysons Blvd, Suite 100 Mc Lean, VA 22102

703-893-3937

info@sanctuarycosmeticcenter.com

To file a complaint with HHS, contact:

Office for Civil Rights

U.S. Department of Health & Human Services

200 Independence Avenue, S.W.

Room 509F, HHH Building

Washington, D.C. 20201

1-877-696-6775

[HHS Website] (https://www.hhs.gov/ocr/privacy/hipaa/complaints/)

We will not retaliate against you for filing a complaint.

Acknowledgment of Receipt

By using our website, you acknowledge that you have read and understood Sanctuary Cosmetic Center’s HIPAA-Compliant Website Privacy Policy.