

Body Kneads Massage Centre
CLIENT CONSENT FORM: FOR COLLECTION, USE AND DISCLOSURE OF
PERSONAL INFORMATION

Privacy of personal information is an important principle to our office. We are committed to collecting, using and disclosing your personal information responsibly and only to the extent necessary for the services we provide. We also try to be open and transparent to how we handle personal information. It is important to us to provide this service to our clients.

All staff members who come in contact with your personal information are trained in the appropriate use and protection of your information. Do not hesitate to discuss our policies with our staff.

Outlined below is what Body Kneads is doing to ensure your privacy:

- Only necessary information is collected and/or shared about you with your consent;
- Storage, retention and destruction of your personal information complies with existing legislation and privacy protection protocols;
- Our privacy protocols comply with privacy legislation, standards of our regulatory body, the College of Massage Therapists of Ontario and the law.

How Body Kneads Collects, Uses and Discloses Clients' Personal Information

We will collect, use and disclose information about you for the following purposes:

- to deliver safe and efficient client care
- to assess and provide your therapeutic needs
- to advise you of alternate treatment options
- to enable us to contact you to establish and maintain communication
- to allow us to efficiently follow up for treatment, care and billing
- to complete and submit claims for cost of treatment to a third party
- to comply with regulatory requirements, including the College of Massage Therapists of Ontario, who may inspect our records as a part of their regulatory activities in the public interest
- to collect unpaid accounts
- to assist Body Kneads in complying with all regulatory requirements
- to comply generally with the law

By signing the consent section of the Client Consent Form, you have agreed that you have given your informed consent to the collection, use and disclosure of your personal information for the purposes that are listed.

Client Consent

I have reviewed the above information that explains how Body Kneads will use my personal information and the steps Body Kneads is taking to protect my information.

I agree that Body Kneads Massage Centre can collect, use and disclose personal information about

_____ as set out above in the information about their policies.

Print Name

Signature

Date

Address

Postal Code

Phone Number

Alternate Phone Number

E-Mail

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