



PRIVACY & CONFIDENTIALITY POLICY

Your Daily Nourishment Inc /| *Health & Lifestyle Coaching Services*

1. Purpose & Scope

This Privacy & Confidentiality Policy (“Policy”) describes how Your Daily Nourishment, LLC (“Company,” “we,” or “us”) collects, uses, protects, and retains client information in connection with health and lifestyle coaching services.

This Policy supplements, and is incorporated by reference into, the Coaching Agreement & Terms of Service and the Disclosure Statement & Scope of Practice Agreement. Any confidentiality, liability, or dispute resolution provisions in those agreements also apply to this Policy. We operate in compliance with applicable Florida law.

2. Information We Collect

We may collect and maintain limited personal and wellness-related information needed to provide services, which may include:

- Contact details and emergency contact information;
- General wellness and lifestyle history relevant to coaching goals;
- Notes and observations from coaching sessions;
- Optional results from non-invasive wellness tools (for educational purposes only);
- Signed acknowledgments, consents, and releases.

We do not collect or store: medical records, insurance information, or clinical diagnostic data.

3. Permitted Uses & Disclosures

Your information will be used solely for purposes related to providing coaching services and internal record-keeping, including:

- Delivering services consistent with your stated goals;
- Monitoring progress and documenting outcomes;

- Scheduling and confirming appointments;
- Fulfilling any legal obligations under Florida law.

We will not sell, rent, or disclose your information to third parties for marketing or unrelated commercial purposes. All other permitted and required disclosures are governed by the Confidentiality section of the *Disclosure Statement & Scope of Practice Agreement*.

4. Mandatory Disclosure Exceptions

While our policy is to maintain strict confidentiality, Florida law requires disclosure without client consent in specific circumstances, including but not limited to:

- Threats of imminent harm to self or others;
- Knowledge or suspicion of abuse, neglect, or exploitation of a child, elderly person, or vulnerable adult (*Fla. Stat. §§ 39.201 & 415.1034*);
- Pursuant to a valid subpoena, court order, or other lawful process.

5. Electronic Communications & Data Security

If you choose to communicate via email, text, or other electronic means, you acknowledge that such communications may not be fully secure. We take reasonable precautions but cannot guarantee absolute confidentiality over unsecured platforms. Data is safeguarded using:

- Password-protected electronic records;
- Secure physical storage for paper files;
- Access restricted to authorized personnel only.

6. Retention & Destruction of Records

Client records will be retained for a minimum of five (5) years from the date of your last session. After the retention period, records will be securely destroyed in a manner that protects client confidentiality (e.g., shredding or secure digital deletion). Subject to applicable Florida law and the terms of the Coaching Agreement, you have the right to request your personal information by making a request in writing to our office by either mail or email. All requests are handled within 48-72 hours.

7. Amendments to This Policy

We reserve the right to amend this Policy to reflect changes in applicable law, regulations, or operational practices. Material changes will be communicated to active clients, and updated versions will be made available upon request.

8. Acknowledgment

By signing below, you acknowledge that you have read, understood, and agree to the terms of this Privacy & Confidentiality Policy, and that it operates in conjunction with your signed *Coaching Agreement* and *Disclosure Statement & Scope of Practice Agreement*.

NAME PRINTED

DATE

CLIENT SIGNATURE