



# Private Practice Garden, LLC

## Client Records Security and Destruction Policy

### 1. Security of Client Records

Private Practice Garden, LLC stores client records containing personal identity information, financial information, legal information and propriety information in a company cloud secured with 256-bit AES volume encryption within a locked room.

Private Practice Garden utilizes electronic communication via Google's G Suite which provides Business Associate Agreement for adherence to HIPPA and HITECH regulations. Client and Consultant understand that both parties will do their due diligence to protect information submitted via electronic communications.

Effective May 14, 2018, all email communication between client and consultant containing PHI will be encrypted. Consultant will utilize Hushmail.com for encryption services. All other email communication without PHI will not be encrypted.

### 2. Destruction of Client Records

Private Practice Garden, LLC will maintain client records for a period of 1 year from the date of last business transaction for consulting and credentialing services. Consultant will move all client records onto a 16-32GB flash drive and shred all records from company cloud. All email communications will be deleted from email and archives. Client is aware that Consultant completes due diligence to delete all electronic records, but any items stored within client's computer, cloud services, or email server are not covered by this policy.

Consultant will mail flash drive to client. Effective May 14, 2018, consultant will send flash drive via USPS, UPS or FedEx with signature requirement at delivery.

If client requests services past the one-year mark, client will provide all information to consultant and agree to the security of client records policy.

Version: A October 1, 2018

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