



Transitions Counseling Services, Inc.

Practice Compliance & Policy Document: Website Privacy Policy

Practice Profile & Core Information

Practice Detail	Customized Information
Practice Name	Transitions Counseling Services, Inc.
Website URL	https://transitionscounselinginc.com/
Franklin Office Address	233 W. Central Street, Suite 3, Franklin, MA 02038
Norfolk Office Address	65 Holbrook Street, Suite 220, Norfolk, MA 02056
Phone Number	(781) 742-4515
Contact Email	info@transitionscounselinginc.com
Practice Management Platform	SimplePractice Secure Client Portal

WEBSITE PRIVACY POLICY

Privacy Notice Statement



This detailed Privacy Notice discloses the complete digital data privacy architectures for <https://transitionscounselinginc.com/>. This policy applies exclusively to individual data harvested via this specific web domain and our synchronized, secure clinical client workflows. This notice guarantees transparent disclosure regarding:

- What specific personally identifiable data is captured via our website and portal interfaces, how it is utilized, and with which external entities it may be shared.
- What distinct data control choices remain available to you regarding the ongoing usage of your records.
- The physical and virtual security safeguards deployed to eliminate data misuse.
- How you can rapidly rectify any factual data inaccuracies.

Information Collection, Use, and Sharing

Data Ownership & Sourcing: Transitions Counseling Services, Inc. operates as the sole owner of all metrics or personal data gathered across this website. We strictly possess or log data that you voluntarily convey to us via direct email forms, our online booking and questionnaire flows, telephone consultation notes, or insurance authorization processes.

How We Deploy Data: Collected details are explicitly used to fulfill clinical objectives, including: answering service inquiries, building mental health treatment configurations, processing health insurance claims, managing automated appointment schedules, and tracking practice policy revisions.

Sharing Protections: We will never sell, lease, or rent your private details to any third-party marketing agency. Your records remain strictly internal, except under these conditions: when necessary to complete your explicit directives (e.g., sharing medical notes with a primary care physician following your clear written consent); when legally mandated under Massachusetts mandatory reporting frameworks or court orders; or with verified technology vendors who provide essential practice platforms under legally binding privacy parameters.

Our key technology infrastructure includes SimplePractice, which safely operates as our primary encrypted client records repository, electronic health record (EHR) management system, and billing platform. SimplePractice and related tech partners are bound by absolute confidentiality metrics and are legally barred from using your records for any outside purpose.

HIPAA Compliance Integration

As an accredited mental health group practice, Transitions Counseling Services, Inc. is completely bound by the federal Health Insurance Portability and Accountability Act (HIPAA). This online privacy statement acts in direct tandem with our primary **HIPAA Notice of Privacy Practices**, which details the deeper legal protections surrounding your Protected Health Information (PHI). All digital data remains covered under both federal statutory guidelines and these practice standards.

Website Tracking and Communication Protocols

External Web Links: Our educational web environment features outward links to independent web locations. Please maintain awareness that our practice does not verify or hold liability for the data privacy architectures of separate networks; we encourage you to consult the privacy parameters of any external site that requests user identifiers.



Voluntary Surveys: We may occasionally offer voluntary client satisfaction forms or digital surveys. Participation remains completely discretionary, and the information is utilized solely to optimize practice operations and client satisfaction metrics.

Routine Email Systems: Unless explicitly requested otherwise, our systems use email text to send appointment notifications, distribute practice policy revisions, or deliver clinical resource newsletters. Opt-out controls are integrated directly into all non-essential communications.

Your Access to and Control Over Information

You maintain full autonomy to contact our practice at any time via phone or email to execute the following rights:

- Review all compiled personal profile data we hold about your digital interactions.
- Modify, correct, or update any factual record discrepancies.
- Request complete deletion of your digital contact data.
- Register clear concerns regarding how our systems utilize your submitted records.

Critical Legal Exception: As a licensed healthcare organization in Massachusetts, we are statutorily required to preserve complete medical and clinical records for a multi-year period defined by state and federal law. Our practice cannot erase or destroy essential health records or clinical logs during this legally mandated preservation window.

Security Measures and Safeguards

We implement extensive physical, administrative, and technological precautions to ensure your data is locked against unauthorized visibility both online and offline.

Online Security Architecture: Every byte of sensitive content passed through our web forms is heavily encrypted and delivered using secure protocol pathways. Users can instantly verify this security by checking for the padlock illustration in the browser text bar and ensuring our URL begins with "https". All clinical storage utilize enterprise-grade firewalls and server setups.

Offline Security Protocols: Access to files or database permissions is strictly isolated to administrative or clinical staff members who require specific data views to fulfill localized job duties. Our computer hardware, network connections, and offline backup environments are stored within locked, professionally monitored medical facilities. All team members receive ongoing mandatory privacy training.

Business Associate Agreements (BAAs): In full alignment with HIPAA rules, every individual third-party provider or clinical tool vendor we deploy has signed a comprehensive Business Associate Agreement. This ensures their networks legally match or exceed federal health privacy metrics.

Policy Management and Contact Information

Privacy Concerns: If you believe our practice or connected platforms are not perfectly upholding the rules outlined in this Privacy Policy, please contact our privacy compliance officer immediately:

- Practice Tel: (781) 742-4515
- Compliance Email: info@transitionscounselinginc.com



Policy Updates: This privacy protocol may receive periodic updates to maintain complete statutory compliance. Any material changes will be formally highlighted via email notices or announced on our homepage. The revision timestamp is maintained below.

Last Updated & Effective Date: July 6, 2026