



Privacy Policy

Individualized Educational Services

Dear Family,

I am excited that I will be able to work with you and your family to help you grow! To see the best possible growth, we will be sharing privileged and confidential information to make our plan for success. To protect your family, I will be following the privacy requirements of both the Family Educational Rights & Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Key components of these acts are:

- **The right to get a copy of any record or specific information.** Please make a written note and a copy will be provided within 30 days. If you need a copy after services have stopped, a fee will apply for time and supplies.
- **Request to correct or amend information that is incorrect or missing.** If there is a disagreement between parties on how to amend, you may attach a written statement.
- **Know whom accesses information.** Only people authorized on a need to know basis will see confidential information to perform their essential job duties.
- **Seeking permission to share information.** A release of information must be signed before any identifiable information is shared with a school or other professionals.

Individualized Educational Services takes privacy seriously. Physical records will be kept in a secure location that limits access to them. Locally stored electronic information, including back-ups, are encrypted using encryption keys. Emails that we send may use services like Yahoo! or Google servers, and are secured using those companies' security procedures. Please use your own security to keep information on your devices secure!

My goal is to keep accurate, comprehensive records that can help in your family's educational journey, and we never know when information may be needed. It can be saved through your child(ren)'s high school graduation date, or when a certificate of completion is earned. If your child is in Special Education, it can be saved until they turn 26. Records may be digitalized and archived to save space.

IES' website also collects personally identifiable information when you submit your information through forms. You may request that information you submitted be deleted from the website server and our email system. IES solicits this information only for legal business purposes and to facilitate communication of new clients. IES aims to be fully compliant with GDPR regulations; the ies-tutor.com does not track with cookies, however, the publishing service wordpress.com may.

We understand the Privacy policy for Individualized Educational Services:

Parent / Guardian

Date

Student / Parent / Guardian

Date

IES

Date