



A Ministry of Spotswood Baptist Church
4107 Lafayette Blvd., Suite 2 | Fredericksburg, VA 22408 | (540) 940-2940

MINISTRY PRIVACY NOTICE

Effective Date: 8/10/2026

Spotswood Biblical Counseling Center (SBCC) is a ministry of Spotswood Baptist Church. SBCC is not a healthcare provider subject to the federal Health Insurance Portability and Accountability Act (HIPAA). This Notice describes how SBCC collects, uses, and protects information in connection with its counseling ministry, and explains your rights as a counselee.

Information We Collect

As part of the counseling intake process and in the course of providing counseling services, SBCC may collect the following types of information:

- Personal identification information (name, address, date of birth, contact information).
- Household and family information.
- Information about the concerns or circumstances that led you to seek counseling.
- Health and mental health information you share with your counselor.
- Emergency contact information.
- Photographs used for identification in paper counseling files (if you have consented to this).
- Session notes and other documentation prepared by counselors.

How We Use Your Information

SBCC uses the information we collect for the following purposes:

- To provide biblical counseling and related ministry services.
- To schedule and manage appointments.
- To facilitate appropriate supervision of counselors who are interns or residents.
- To make referrals to other providers when appropriate.
- To communicate with you regarding your appointments or care.
- To fulfill mandatory reporting obligations required by law.
- To comply with valid legal process.

SBCC does not use your information for marketing, advertising, or commercial purposes. SBCC does not sell your personal information.

How We Protect Your Information

SBCC takes the confidentiality of counseling information seriously. We maintain appropriate administrative and physical safeguards to protect your information, including:

- Paper counseling records are maintained in locked filing cabinets accessible only to authorized SBCC staff.
- Access to counseling records is limited to counselors and staff with a legitimate ministry need.
- Sound machines and lobby music are used to protect the privacy of counseling conversations.
- Staff, volunteers, and counselors are trained on confidentiality expectations and are bound by confidentiality obligations.

Sharing of Information

SBCC does not share your personal or counseling information with third parties except in the following circumstances:

- **Mandatory reporting:** SBCC counselors are mandated reporters under Virginia law. They are required to report suspected child abuse or neglect (Virginia Code Section 63.2-1509), suspected abuse or neglect of vulnerable or elderly adults (Virginia Code Section 63.2-1606), and credible threats of serious harm to a third party (Virginia Code Section 54.1-2400.1).
- **Safety:** When there is a reasonable belief that you or another person is in imminent danger of harm.
- **Legal process:** When required by a court order or other valid legal process.
- **Supervision:** When information is shared with a supervising counselor as part of an authorized supervisory relationship, which will be disclosed to you in advance.
- **Authorization:** When you have provided written authorization to release information to a specific person or organization.

Records Retention

SBCC retains counseling records for a minimum of seven (7) years from the date of the last counseling session. For minors, records are retained until the later of seven (7) years from the date of the last session or the counselee's twenty-third (23rd) birthday. At the end of the applicable retention period, records are destroyed in a manner that protects confidentiality (such as secure shredding).

Electronic Communications

SBCC may contact you by phone, text message, or email to confirm appointments and provide administrative communications. Please notify us of any preference regarding how you would like to be contacted.

Telehealth sessions are conducted through secure, privacy-protective platforms. Please ensure that your environment is private during any telehealth session.

Your Rights

As a counselee of SBCC, you have the following rights:

- Request access to your counseling records, subject to applicable law.
- Request corrections to factual errors in your records.
- Request that we communicate with you in a particular way or at a particular location.
- Revoke any authorization you have provided for the release of your information (except where information has already been released in reliance on that authorization).
- Receive a copy of this Ministry Privacy Notice at any time by requesting one from the SBCC front desk.

Concerns and Complaints

If you believe that SBCC has not properly handled your information, we encourage you to bring your concern to the Director of Counseling or the Senior Pastor of Spotswood Baptist Church.

Director of Counseling may be reached at: (540) 940-2940 or mhill@spotswood.org

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Changes to This Notice

SBCC may update this Notice from time to time. The current version will be available in our office and on the SBCC website. Any substantive changes will be communicated to active counselees.

Acknowledgment of Receipt

By signing below, I acknowledge that I have received and reviewed the SBCC Ministry Privacy Notice.

Printed Name: _____

Signature: _____

Date: _____