



Privacy Policy

The Clubhouse by Ashley (“The Clubhouse”) is committed to protecting the confidentiality of information about you as a member of The Clubhouse.

HOW WE MAY USE AND DISCLOSE INFORMATION ABOUT YOU

Listed below are examples of the uses and disclosures that The Clubhouse may make of your personal information. In a number of cases, we will get your consent (authorization) for a use or disclosure of personal information. These examples are not meant to be exhaustive. Rather, they describe types of uses and disclosures that may be made.

Your personal information may be used and disclosed by program staff to others outside of The Clubhouse that are involved in providing services for the purpose of coordinating Clubhouse programming and referrals. This includes coordination or management of your participation in The Clubhouse with a third party. For example, your personal information may be provided to the state agency that referred you to our program to ensure that you are participating in The Clubhouse.

We may use your personal information, as needed, within The Clubhouse in order to support the business activities of our program including, but not limited to, quality assessment activities, employee review activities, conducting or arranging for related business activities. We may share your personal information with service providers that perform various business activities for The Clubhouse.

We may use your personal information, as needed, to report demographic, participation and quality assessment activities for purposes of maintaining our grant funding through Maryland’s Behavioral Health Administration, through coordination with Harford County’s Office of Mental Health.

We may contact you regarding programs and services offered by The Clubhouse, such as alumni events and workshops or recovery newsletters. We may contact you to request a tax deductible contribution to support important fundraising activities. (If you do not want to receive fundraising requests, call 1-800-799-4673 ext. 246 or email Development@AshleyTreatment.org.)

We may use or disclose your personal information to the extent that the use or disclosure is required by law, is limited to the relevant requirements of the law, and is permitted under the privacy laws applicable to The Clubhouse.

We may disclose personal information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include public and private agencies and organizations that provide financial assistance to The Clubhouse programming.

We may disclose your personal information to law enforcement officials if you have committed a crime on The Clubhouse's premises or against program personnel.

We may disclose your personal information if the court issues an appropriate order and follows required procedures.

QUESTIONS OR COMPLAINTS

If you believe we have violated your privacy rights, you may file a complaint in writing to us by notifying our Privacy Officer at:

800 Tydings Lane

Havre de Grace, Maryland 21078

800-799-4673 or 410-273-6600

Compliance@AshleyTreatment.org

We will not retaliate against you for filing a complaint.