

	<b>BRENTWOOD RECOVERY HOME</b>	<b>BRH POLICY</b> (indicate what dept)
<b>ONLINE PROPERTIES PRIVACY POLICY</b>		ISSUED DATE: July 21, 2025
ISSUED TO: All Full-time Employees	APPROVALS:	PAGE: 1 of 2

## PURPOSE

Brentwood Recovery Home is committed to respecting the privacy of users accessing its website and social media platforms and has prepared this Policy Statement to inform clients and staff of our policy and practices concerning the collection, use, and disclosure of Personal Information. The policy is intended to describe to users of our online platforms the following:

- The types of anonymous and identifying information collected from casual visitors and general users of the Brentwood website <https://www.brentwoodrecovery.com>
- Cookies, log files, and use of other mechanisms to automatically collect user device information.
- Purposes for which user information is collected and how it will be used
- Sharing of data with any third parties
- Requirements and procedures for obtaining consent where required, including express consent for the installation of executable programs on a user's system
- Handling, retention, and destruction of users' information.

## POLICY

By using our online properties, users agree that they consent to the conditions set out in this policy

When users provide us with information through our 'Contact' option, their information is received by Brentwood Administrative staff. We may disclose the contents of user messages to any member of our agency who has been assigned to answer the inquiry.

Brentwood Recovery Home's website is encrypted with secure certification, so any information sent to or received from the site is encrypted.

Users have control over the cookies settings on the device they are using to access our site. Cookies are intended to make it easier for users to access sites repeatedly, and users can adjust their settings to avoid cookies, or can erase cookies history when they are done.

Brentwood Recovery Home does not use automatic log files or any other mechanisms to collect information from users of our website.

## OTHER DISCLOSURES

We will not share user information with other third parties, except in the following cases:

- If the law requires it
- If it is required for any legal proceeding in which we are required to submit evidence

If users follow hyperlinks from our Site to another Site, we are not responsible for and have no control over privacy policies and practices of these external sites.

- Our Social media platform includes Facebook, and LinkedIn. These providers may collect user IP address, which page a user is visiting on our Platform, and may set a cookie to enable the feature to function properly. User interactions with these providers are governed by the Policy of the company providing it.

## **DISTRIBUTION**

All employees can view this policy in GlobalInfo(S:)\POLICIES AND PROCEDURES/IT

## **REVIEW & REVISION**

Brentwood Recovery Home reserves the right to change and/or dissolve this policy, at any time.