

# 3Cs Counseling Center Terms of Service

Effective March 2022 (Does not expire.)

Welcome to 3Cs Counseling Center. By accessing or using our services, you agree to comply with and be bound by the following terms and conditions. Please review these Terms of Service (“Agreement”) carefully before using our services.

## 1. Introduction

1.1 **About Us:** 3Cs Counseling Center (“we,” “us,” “our”) provides professional counseling services. Our commitment is to safeguard your privacy and provide a secure environment for your personal information.

## 2. Use of Google Workspace and Cloud Identity Services

2.1 **HIPAA Compliance:** 3Cs Counseling Center utilizes HIPAA-compliant Google Workspace and Cloud Identity services to manage and store client information securely. 2.2 **Scope:** Our use of Google Workspace includes, but is not limited to, email services, document storage, calendar management, and other cloud-based tools necessary for the operation of our counseling services.

## 3. Email Communication Disclaimer

3.1 **Email Security:** While we take every measure to ensure our email communications are secure, we cannot guarantee that email communications will be safe at all times. By choosing to communicate with us via email, you acknowledge and accept the inherent risks. 3.2 **Client Responsibility:** Clients are responsible for ensuring their email accounts are secure. We recommend not sharing sensitive personal information via email; instead, we recommend sharing this information only during session(s) when possible. 3.3 **Use at Own Risk:** Clients use email to communicate with 3Cs Counseling Center at their own risk. We are not liable for any breach of confidentiality that may occur due to email communication.

## 4. Confidentiality and Privacy

4.1 **Confidentiality:** All communications between clients and 3Cs Counseling Center are confidential, subject to the limitations described in this Agreement. 4.2 **Privacy Policy:** Our Privacy Policy, available on our website, details how we collect, use, and protect your information. By using our services, you consent to the practices described in our Privacy Policy.

## 5. Client Responsibilities

5.1 **Accurate Information:** Clients must provide accurate and complete information when using our services. 5.2 **Compliance:** Clients must comply with all applicable laws and regulations when using our services.

## **6. Limitation of Liability**

**6.1 No Warranty:** We provide our services on an “as-is” and “as-available” basis. We make no warranties, express or implied, regarding the availability, accuracy, or reliability of our services.

**6.2 Limitation of Liability:** To the maximum extent permitted by law, 3Cs Counseling Center shall not be liable for any indirect, incidental, special, or consequential damages arising out of or in connection with the use of our services, even if advised of the possibility of such damages.

## **7. Indemnification**

**7.1 Client Indemnity:** Clients agree to indemnify and hold harmless 3Cs Counseling Center, its affiliates, and their respective officers, directors, employees, and agents from and against any claims, liabilities, damages, losses, and expenses arising out of or in connection with the client’s use of our services.

## **8. Modification of Terms**

**8.1 Amendments:** We reserve the right to modify this Agreement at any time. Any changes will be effective immediately upon posting the revised Agreement on our website. Clients are responsible for reviewing the Agreement periodically for updates. **8.2 Continued Use:** Continued use of our services after any modifications to this Agreement constitutes acceptance of those changes.

## **9. Termination**

**9.1 Termination by Client:** Clients may terminate their use of our services at any time by providing a thirty (30) day written notice to 3Cs Counseling Center whenever possible. **9.2 Termination by 3Cs Counseling Center:** We reserve the right to terminate a client’s access to our services at our discretion, with or without cause, and with or without notice.

## **10. Governing Law**

**10.1 Jurisdiction:** This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan, without regard to its conflict of law principles.

## **11. Contact Information**

**11.1 Questions and Concerns:** If you have any questions or concerns about this Agreement or our services, please contact us at 248.397.5075 or [3CsCounselingCenter@gmail.com](mailto:3CsCounselingCenter@gmail.com)

By using the services of 3Cs Counseling Center, including but not limited to email services, you are acknowledging that you have read, understood, and agree to be bound by these Terms of Service.