

Privacy Policy

Gestalt Institute of Toronto (GIT) & Gestalt Student Clinic (GSC)

Last updated: January 21, 2026

The Gestalt Institute of Toronto (“GIT,” “we,” “us,” or “our”) is committed to protecting the privacy and confidentiality of personal information. This Privacy Policy explains how we collect, use, store, and protect personal information through our website, training programs, and the Gestalt Student Clinic (GSC).

This policy complies with the **Personal Information Protection and Electronic Documents Act (PIPEDA)** and, where applicable, the **Personal Health Information Protection Act (PHIPPA)** of Ontario.

1. Scope of This Policy

This policy applies to:

- Visitors to our website
- Applicants to GIT training programs
- Participants in GIT events
- Individuals who contact or receive services through the Gestalt Student Clinic

It does **not** apply to external websites or platforms that we link to (such as Jotform, Jane App, or Zoom), which have their own privacy policies.

2. What Information We Collect

We may collect the following types of information:

a) Website Use

- IP address
- Browser type
- Pages visited
- Cookies and analytics data (via Google Analytics)

b) Training & Event Applications

- Name
- Contact information
- Application details
- Payment and registration data (processed through third-party services)

c) Gestalt Student Clinic Intake

Collected via an external Jotform link:

- Name and pronouns
 - Email address
 - Phone number
 - Address
 - Consent to text, voicemail, or Zoom
 - Optional notes before intake
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3. How Your Information Is Used

We use your information to:

- Respond to inquiries
- Process applications and registrations
- Facilitate student clinic intake
- Assign clients to student therapists
- Provide supervision and training
- Meet legal, ethical, and regulatory obligations

We do **not** use personal data for marketing or research without your explicit consent.

4. How Information Flows in the Student Clinic

1. Intake form is submitted via Jotform
2. Submission is emailed to clinic@gestalt.on.ca (Outlook)

3. Supervisors review and forward to one intake student (GestaltMail/Gmail)
4. Intake student enters information into **Jane App** (PHIPPA-compliant; hosted in Canada)
5. Email is deleted
6. Jane becomes the secure clinical record

Each client is assigned a unique intake number to reduce use of identifying information.

5. Storage & Safeguards

We protect information using:

- Password-protected systems
 - Role-based access
 - Confidentiality agreements for all students and supervisors
 - Secure clinical record storage (Jane App, Canada-based)
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6. Data Retention

- **Jotform submissions:** deleted within **90 days**, unless legally or operationally required
 - **Clinical records:** retained according to **CRPO and PHIPPA standards (minimum 10 years for adults)**
 - **Emails:** deleted once entered into Jane
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7. Sharing of Information

We do **not** sell or trade personal information.

Information may be shared only:

- With supervisors for training and clinical oversight
- As required by law
- To protect safety in emergencies

If data is ever used for research or training beyond supervision, **separate consent will be obtained.**

8. Third-Party Services

We use:

- **WordPress** (website)
- **Google Analytics** (site usage tracking)
- **Jotform** (intake forms)
- **Jane App** (clinical records; Canada-based)
- **Email platforms:** Outlook & Gmail (GestaltMail)

Some third-party providers may store data outside Canada.

9. Your Rights

You may request:

- Access to your personal information
- Correction of inaccurate data
- Deletion where legally permitted

Requests may be sent to:

officecoordinator@gestalt.on.ca or clinic@gestalt.on.ca

10. Privacy Contact

Privacy concerns may be directed to:

Gestalt Institute of Toronto

Email: officecoordinator@gestalt.on.ca

Email: clinic@gestalt.on.ca

Terms of Use & Website Disclaimer

By using this website, you agree to the following:

- This website does **not** provide crisis services

- Submitting a form does **not** create a therapist-client relationship
- Clinical services begin only after intake and informed consent
- Electronic communication carries some risk
- You use this site at your own discretion

If you are in crisis, please contact local emergency services or a crisis line in your area.
