

CONSENT TO USE UNENCRYPTED E-MAIL OR TEXT

It is very important that you are aware that computer e-mail, texts, and e-fax communication, can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. E-mails, texts, and e-faxes, in particular, are vulnerable to such unauthorized access due to the fact that servers or communication companies may have unlimited and direct access to all e-mails, texts and e-faxes that go through them. While data on laptop computers used by Burlington Psychological Associates are encrypted, e-mails and e-faxes are not. It is always a possibility that e-faxes, texts, and e-mail can be sent erroneously to the wrong address and computers. E-mail messages on your computer, your laptop, iPad, phone or other devices have inherent privacy risks – especially when your e-mail access is provided through your employer or when access to your e-mail messages is not password protected.

Burlington Psychological Associates laptops are equipped with a firewall, virus protection and a password, and all confidential information from the computer is backed up on a regular basis onto an encrypted hard-drive. Please, note that e-mails, faxes, and texts are all part of your clinical records. Also, be aware that phone messages may be transcribed and sent to your direct care provider via unencrypted e-mails.

Please notify your clinician at Burlington Psychological Associates if you decide to avoid or limit, in any way, the use of e-mail, texts, cell phone calls, phone messages, or e-faxes. If you communicate confidential or private information via unencrypted e-mail, texts or e-fax or via phone messages, it will be assumed that you have evaluated the risks and made an informed decision, Burlington Psychological Associates will view it as your agreement to take the risk that such communication may be intercepted, and your desire to communicate on such matters will be honored. Please do not use texts, e-mail, voice mail, or faxes for emergencies.

Client's Name: _____

Cell Phone Number: _____

E-mail Address: _____

Client's Signature: _____ Date: _____