

DR. SHEILA M. ADDISON

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Email and Texting Risk Questionnaire

Regarding Email

1. Technical experts often describe email as being like a postcard, in that it can be viewed by all hands it passes through.
 - Are you familiar with the risks of emails being viewed by various engineers, administrators, and bad actors as they pass through the Internet?
2. Think about where you read and write emails, and what devices you do that on. Think about who can see you reading and writing emails in these places, and who can access the devices you use to read and write emails.
 - Would there be any negative consequences to any of those people reading or glancing at emails exchanged with your therapist?
 - Are there certain kinds of email content that you would feel safe letting these people see and other kinds of content you would not feel safe letting them see?
 - Has anyone in your life required that you divulge your password to your computer, phone, email service, etc. so they could potentially have access to your emails?
 - Let your therapist know if the answer to any of these questions is “yes” if you wish to use email with him or her.
3. Think about which email address(es) you might use with your therapist.
 - Who has access to each address?
 - If you use a work email address, know that your employer may legally view all the emails your send receive with that address.
 - Be aware that engineers and administrators at your email service provider may be able to view your emails.
4. How quickly do you normally receive replies from others via email?
 - Do you expect replies more quickly than your therapist’s stated response time?
 - Can you see any negative consequences occurring if your therapist does not or cannot reply to an email as quickly as others in your life typically do?
 - **NOTE: I typically tell clients to expect a 24-48 hour response time, though circumstances may mean a slower or faster response. I do inform clients when I know I may be harder to reach due to travel, etc.**

Your therapist’s email service is through this company: Google/Gmail.com

Regarding Texting

1. Text messages are often sent using the Internet, even though they are usually a part of one’s phone service.
 - Are you familiar with the risks of texts being viewed by various engineers, administrators, and bad actors as they pass through the Internet and/or SMS system?
 - Are you aware that text messages wait on phone company computers until they are retrieved, and may remain there indefinitely?

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- Can you imagine any negative consequences if engineers, administrators, or law enforcement personnel viewed these stored texts from or to your therapist?
 - Are you aware that many phones display incoming texts even if the screen is off and locked, such that anyone with the ability to view the phone may see the text?
2. Think about where you read and write text messages, and what devices you do that on. Think about who can see you reading and writing texts in these places, and who can access the devices you use to read and write texts.
- Would there be any negative consequences to any of those people reading or glancing at texts exchanged with your therapist?
 - Are there certain kinds of texts that you would feel safe letting these people see and other kinds of texts you would not feel safe letting them see?
 - Has anyone in your life required that you divulge your password to your computer, phone, etc. so they could potentially have access to your texts?
 - Let your therapist know if the answer to any of these questions is “yes” if you wish to use texts with him or her.
3. How quickly do you normally receive replies from others via text?
- Do you expect replies more quickly than your therapist’s stated response time?
 - Can you see any negative consequences occurring if your therapist does not or cannot reply to a text as quickly as others in your life typically do?
 - **NOTE: I typically do not communicate with clients via text, except in situations such as being unable to locate or access my office at the time of a scheduled appointment.**

Your therapist uses the following device(s) and phone service(s) to send and receive text messages: I use an iPhone on the T-Mobile network. I may also receive messages from other Apple devices (iPhones, MacBooks, etc.) via the “Messages” app on my laptop or iPad.