

DR. SHEILA M. ADDISON

Licensed Marriage and Family Therapist ♦ LMFT #49616

(510) 599-5467 ♦ drsaddison@gmail.com ♦ <http://www.drsheilaaddison.com>

Email and Texting Risk Questionnaire

This notice is intended to help you decide how you want to communicate with me as your therapist, particularly using technology like texting and email. You have the right to use text and email to communicate with me if you choose to do so, but you also have the right to be informed of the risks and decline either or both if you prefer.

Email Risks

1. Technical experts often describe email as being like a postcard: it can potentially be “viewed” by all hands it passes through.
 - Are you familiar with the risks of email potentially being viewed by various engineers, administrators, and bad actors as it passes 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. (This includes children, partners, family members, roommates, etc.)
 - Would there be any negative consequences to you from any of those people if they were to read or glance at emails you exchanged with me?
 - 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 me know immediately if the answer to any of these questions is “yes,” and yet you still wish to use email to communicate about therapy.**
3. Think about which email address(es) you might use to write me.
 - Who has access to each address?
 - If you use a work email address to write me, know that your employer may legally view all the emails you send and receive with that address.
 - Be aware that engineers and administrators at your email service provider may be able to view your emails.
4. You can choose to use an encrypted email service to receive your email.
 - If you prefer this option, please discuss this with me right away.
5. How quickly do you normally receive replies from others via email?
 - Do you expect replies more quickly than my stated response time?
 - Can you see any negative consequences occurring if I do 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

Texting Risks

1. Text messages are often sent using the Internet, even though they are usually a part of your phone service.

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- Are you familiar with the risks of texts potentially 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?
 - Can you imagine any negative consequences if engineers, administrators, or law enforcement personnel viewed these stored texts to or from me as your therapist?
 - Are you aware that many phones display incoming texts even if the screen is off and locked, so anyone with the ability to view the phone may see the text?
6. 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. (This includes children, partners, family members, roommates, etc.)
- Would there be any negative consequences to any of those people if they were to read or glance at texts exchanged with me as 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 me know immediately if the answer to any of these questions is “yes,” and yet you still wish to use texts to communicate about therapy.**
2. How quickly do you normally receive replies from others via text?
- Do you expect replies more quickly than my stated response time?
 - Can you see any negative consequences occurring if I do not or cannot reply to a text as quickly as others in your life typically do?
 - **NOTE: I typically do not send texts to clients, except in situations such as being unable to locate or access my office at the time of a scheduled appointment, or an emergency cancellation.** If you text me, I will likely respond via a phone call or email (if you choose to receive email).

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.