

VALENTINE COUNSELING AND ASSOCIATES
Sally Valentine, PhD, LCSW
Drsallyvalentine.com

Email & Texting Policies & Permissions

Introduction: Electronic mail and texting are not safe/confidential forms of communication. (E.g., emails or texts may be sent to the wrong person, others in your home or office environment may see messages intended only for you, third parties may have or store email, etc.) This office works to protect your sensitive personal data by sending you email and/ or texts only with your permission.

A. EMAIL: Choose to Receive or Not Receive Emails

Knowing that email is not secure, I (your name) _____
(initial one) ____ **do** ____ **do not** give permission to Dr. Valentine to send me emails for administrative purposes, such as billing, setting appointments, occasional appointment and generic homework reminders, workshop announcements, etc. I know that I may change this permission at any time.

The private email address I would like Dr. Valentine to use is:

B. TEXTS: Choose to Receive or Not Receive Texts

Knowing that texts are not secure, I (your name) _____
(initial one) ____ **do** ____ **do not** give permission to Dr. Valentine to send me emails for administrative purposes, such as billing, setting appointments, occasional appointment and generic homework reminders, workshop announcements, etc. I know that I may change this permission at any time.

The phone number for texts I would like Dr. Valentine to use is:

Signed: _____ Date: _____

If you wish to send Dr. Valentine email and/or texts containing personal potentially sensitive information, you may do so. However, please indicate that you are aware of the risks.

I have been informed by Dr. Valentine of the risks I may incur should I choose to send private, personal information via non-secure email and/or texts.

Signed: _____ Date: _____