



## **SOUTHEAST CHILD & FAMILY GUIDANCE TECHNOLOGY POLICY**

This document outlines our office policies related to use of technology. Please read it to understand how we conduct ourselves with technology as mental health professionals.

### **FACEBOOK**

Our therapists do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn etc.) Adding clients as friends or contacts on these sites can potentially compromise your confidentiality and respective privacy. It may also blur the boundaries of the therapeutic relationship.

We do keep a professional Facebook page for Southeast Child & Family Guidance to allow people to share our updates with other Facebook users. All information shared on this page is also available on our website at southeastcfg.com. You are welcome to like our Facebook page and read or share articles posted there, but please know that “likes” and comments on our Facebook page are not confidential.

### **MESSAGING**

Please do not use messaging on social networking sites (i.e. Twitter, Facebook, LinkedIn) to contact your therapist. This is not a secure way to communicate with your therapist and could compromise your confidentiality. If you are choosing to use SMS (mobile phone text messaging) to communicate with your therapist, please know that this method is not as secure as email or phone calls. Please discuss any questions about text messaging with your therapist.

### **EMAIL, PHONE CONVERSATIONS & VOICEMAIL**

Calling your therapist directly, leaving a voicemail, or emailing them is the most secure way to communicate your scheduling needs. It is best for clients to limit their emails to appointment information only. Please do not include content related to your therapy sessions, as email is not completely secure or confidential. If you choose to communicate via email, please be aware that all emails are retained in the logs of both the client’s and the therapist’s internet service providers. While it is unlikely that someone will be looking at these logs, they are available to read by the system administrators of the internet service providers.

Thank you for taking the time to review our technology policy. If you have any questions or concerns about our technology policy, please bring them up with your therapist.

I have read and I understand the Southeast Child & Family Guidance technology policy:

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Client or Guardian Signature

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Date

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Therapist Signature

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Date