



TECHNOLOGY OFFICE POLICY

At Mission Psychology, we endeavor to deliver ethical, competent care to each and every client we see. Maintaining confidential relationships with our clients is an important aspect of ethical psychology practice. In light of this, we have implemented the following Technology Office Policy. Please read the points below and sign the form, to indicate understanding of this policy. If you have any specific questions about this policy, please speak to our receptionist, Dr. Ellwood, or Dr. Towill.

- Clients should understand that email is not a secure form of communication. Email messages will typically be limited to scheduling, billing, and administrative information only. If you wish to communicate confidentially with your psychologist, please do so by phone or fax. Should you engage in a dialogue with your psychologist via email, you are providing implicit consent to the risks to confidentiality that are inherent in using email.
- For clients who regularly or periodically conduct sessions with their psychologist via Doxy, our secure telehealth platform, please ensure (a) You are using your own personal computer; (b) You are in a private location, where your conversation cannot be overheard; (c) You have a secure, good internet connection.
- Please note that it is illegal to audio or video record therapy sessions without the express, written consent of your psychologist. Therapy sessions are private, strictly confidential meetings for both parties. We do not permit any of our sessions to be recorded.

We appreciate that some of our patients will be inconvenienced by these policies, and we appreciate your understanding and cooperation.

Sincerely,
Drs. Ellwood and Towill, Registered Psychologists

I _____ have read the aforementioned
"Technology Office Policy." I understand this policy and agree to abide by it.

(Signature)

(Date)

Psychological Assessment, Counselling & Consultation