

# My Digital Policy

As my client, I am attaching my contract which covers many important aspects of how we work together.

Please take some time to read through this and if you have any questions, I would be pleased to answer them.

## Introduction to my Digital Policy

Having an online presence can be challenging and open to misuse so it is very important to be as clear as possible how boundaries may be challenged. The nature of the Digital world can sometimes blur interpersonal boundaries and therefore my Digital Policy tries to clarify the following points:

## Keeping Boundaries

My duty of care to my clients and my professional commitment to confidentiality means that wherever possible I keep clinical material in the consulting room.

## Email

I am not currently using an email encryption programme, so any emails we send to each other may be susceptible to viruses or human error. In order to keep safe it is important to choose which preferred email address you use with me and to use this for setting up appointment times and non-confidential communication.

If you choose to communicate with me via email, be aware that all emails are retained in the logs of Internet Service Providers. If you are concerned about the confidentiality of your emails, you may wish to contact me by telephone instead.

## Texts

Using text messages to let me know you are running late for a session or need to cancel at short notice is often useful. For longer messages, phone or email is preferable.

## Telephone and Skype

The majority of my work is face to face with clients but I do offer telephone and Skype sessions for those clients who may live abroad, or travel frequently on business. Using Skype or telephone is a good way of keeping the regularity of sessions.

It is important to state that whilst I make every effort to maintain confidentiality, applications like Skype are not confidential channels of communication and though it is highly unlikely, they can be compromised. It is agreed that we both do not use any recording devices for remote sessions.

## Twitter and LinkedIn

I do have a Twitter feed on my website and use it as a way of promoting ideas and to raise awareness of various workshops and conferences that may be taking place that may interest followers. I do not engage in conversations with past or present clients on Twitter.

LinkedIn connections can be useful to follow but again I do not engage on LinkedIn with past or present clients. If LinkedIn, unasked by me, request a client to connect to me, it is not my doing.

## Facebook

I do have an online Facebook presence but it is not appropriate to be a 'friend' with former or current clients.