



## E-mail/Texting Disclaimer

Communication by email and/or text messaging to individuals served by CMHA WWD receiving mental health or developmental services is not an ideal mode of communication and is not recommended by provincial and CMHA privacy guidelines.

It is a well known fact that email communication and cell phone transmissions are not secure against interception by unauthorized third parties and as part of the transmission process, a message may be copied to servers operated by third parties while in transit.

However, if any of the following barriers and/or risk to service applies, and you sign this e-mail disclaimer, need to know information may be communicated via email.

- All other methods of communication, telephone, mail are not possible and/or will impede urgent and/or needed services.
- To receive/send communications such as appointment times, etc.
- Any risk situation whereby any other forms of communication will cause harm to self and/or others.

I agree and understand that:

- CMHA Waterloo Wellington Dufferin does not accept legal liability arising from this email/texting communication that may be accidentally forwarded to an unauthorized person, and/or resent to any other unauthorized person(s).
- I am aware that the CMHA employee to whom I exchange emails/texting with will delete the information immediately once transaction is noted.

**CONSENT:**

**I understand the private and confidential nature of this information and agree that it will be used only for the stated purpose(s). This authorization will be invalid once services are completed by the releasing agent. I understand that I can withdraw my consent at any time with proper notice.**

Date of Consent: \_\_\_\_\_ Consent Expiry Date: \_\_\_\_\_  
Once Service is completed

Signed: \_\_\_\_\_  
Signature Relationship if other than Individual Receiving Service

Witness: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Signature

Effective Date: April 28, 2013	Revision: 001	Page: Page 1 of 1	Author: Manager of Risk, HIM & Privacy	Form# RHP F 008
-----------------------------------	------------------	----------------------	---	--------------------