

## **Dr Elizabeth Hefer Educational Psychologist - Practice No. 8634645**

### **My Private Practice Social Media Policy**

This document outlines my office policies related to use of Social Media. If you have any questions about anything within this document, I encourage you to bring them up when we meet.

#### **Friending**

I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, etc). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and your respective privacy. It may blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can discuss it further.

#### **Interacting**

Please do not use SMS or messaging on Social Networking sites such as Facebook, Twitter, etc to contact me. These sites are not secure and I may not read these messages in a timely fashion.

If you need to contact me during the day, the best way to do so is by telephoning my practice. The secretary will assist you with administrative issues such as changing appointment times. If you need to talk to me in person, please inform the secretary. She will bring it to my attention.

#### **E-mail**

I prefer using e-mail only to arrange or modify appointments. Please do not e-mail me content related to your therapy sessions, as e-mail is not completely secure or confidential. If you choose to communicate with me by e-mail, be aware that all e-mails are retained in the logs of your and my [Type equation here](#). Internet Service Providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator/s of the Internet Service Provider. You should also know that any e-mails I receive from you and my responses that I send to you become part of your legal record.

#### **Google Reader**

I do not follow current or former clients on Google Reader. If there are things you want to share with me, I encourage you to bring these items of interest into our sessions.

#### **Business Review Sites**

You may find my psychology practice on sites such as Google, Yahoo, or other places which list businesses. Some of these sites include forums in which users rate their service providers and add reviews. If you should find my listing on any of these sites, please know that my listing is NOT a request for a testimonial, rating or endorsement from you as my client. Due to confidentiality, I cannot respond to any review on any of these sites whether it is positive or negative.

#### **Conclusion**

Thank you for taking the time to review my Social Media Policy. If you have concerns or questions about any of these policies and procedures, or regarding potential interactions on the Internet, do bring them to my attention so that we can discuss them.