

EMAIL CONFIDENTIALITY SIGNATURE

An email signature is placed at the end of an email. It can be set up automatically in your email account "settings." Make sure every email to a client includes an electronic signature that covers issues such as confidentiality and security. Here is a sample of such an email signature:

Notice of Confidentiality: The contents of this email, and any attachments, are intended only for use by the addressee(s) and may contain privileged or confidential information that may be legally protected from disclosure. If you are not the intended recipient, you are hereby notified that any use, distribution, reading, copying, or storage of this communication and any attachments is strictly prohibited and may be unlawful. If you have received this email in error, please immediately alert the sender by reply email, or by telephone at _____, and then delete this message and any attachments.

Please note email communication can be accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. A non-encrypted email, such as this, is even more vulnerable to unauthorized access. I do not always check my emails daily. Please do not use email for emergencies.

Therapist Name and Practice

Address

Phone

Email

Website