



Crossroads Counseling Center, Inc.

[address]

[phone no./fax no.]

Authorization to Utilize Unencrypted Email or Text

Client Name: _____

Unencrypted electronic mail (email) and text messaging are forms of communication that may be utilized between you and CCC, at your request and with your permission. Encryption is the process of making information unreadable unless you have the password or key to decrypt the information. We want to make sure you understand that there are risks to using unencrypted email and text communication as these are not secure forms of communication and can be intercepted or misdirected and read by others not authorized to receive or read the information. Email sent or received from your place of employment can be viewed by your employer. To protect your privacy as much as possible, CCC makes every effort to minimize the amount and type of information we relay in email or text correspondence. CCC prefers to communicate in-person or by phone, and only with your permission will we utilize unencrypted email or text, as long as you are aware of the potential risks. You do not need to provide this permission and can communicate with your CCC and your Specialist in-person, by phone or mail only. If you choose to give permission, you may revoke it at any time.

Permission to Email: Yes No

Permission to Text: Yes No

Client Signature

Date

Parent/Legal Guardian Signature (if required)

Date

Client or Parent/Guardian email Address: _____

Client or Parent/Guardian cell phone #: _____