



SOCIAL MEDIA POLICY

This document outlines the Houston Therapy for Girls (HTFG) policy related to the use of Social Media. Please read it to understand how HTFG conducts itself as a mental health office. As technology and the Internet change, this policy may be updated accordingly. Changes will be presented to clients in writing. If you have questions or concerns about any of these policies, please bring them to our attention.

PERSONAL FACEBOOK/INSTAGRAM/TWITTER/LINKEDIN

Therapists at HTFG do not accept friend or contact requests from current or former clients on any personal social networking sites. Adding you as a friend/contact on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of the therapeutic relationship.

HTFG FACEBOOK PAGE

HTFG keeps a professional Facebook page to allow people to share its blog posts and practice updates with other Facebook users and those interested, including clients.

INTERACTING

Please do not use messaging on Social Networking sites, such as Twitter, Facebook, or LinkedIn, to contact HTFG. These sites are not secure and HTFG may not read these messages in a timely fashion. Do not use wall postings, @replies, or other means of engaging with HTFG online. Engaging with HTFG in this way could compromise your confidentiality. It may also create the possibility that these exchanges become a part of your mental health record and will need to be documented and achieved in your chart. If you need to contact your therapist between sessions, the best way to do so is by telephone. Direct email to your therapist's email or to info@houstontherapyforgirls.com can be used for quick, administrative issues such as changing appointment times. See the email section below for more information regarding email interactions.

USE OF SEARCH ENGINES

It is NOT a regular practice of HTFG to search for clients on Google or other search engines. Extremely rare exceptions **may** be made during times of crisis. If your therapist has a reason to suspect that you are in danger there **might** be an instance in which using a search engine to find you, to find someone close to you, or to check your recent status updates might

become necessary as part of ensuring your welfare. If HTFG ever resorts to such means, the situation will be fully documented and discussed with you at your next appointment.

LOCATION-BASED SERVICES

If you use location-based services on your mobile phone, please be aware of the privacy issues related to using these services. HTFG is not a "check-in" location on various sites, such as Foursquare; however, if you have GPS tracking enabled on your device, it is possible that others may surmise that you are a therapy client due to regular check-ins at the HTFG office. Please be aware of this risk if you are intentionally "checking-in" from the HTFG office or if you have a passive LBS app enabled on your device.

EMAIL

HTFG prefers using email only to arrange or modify appointments. Please do not email content related to your therapy sessions as email is not completely secure or confidential. If you choose to communicate with HTFG by email, please be aware that all emails are retained in the logs of Internet service providers. You should also know that any emails HTFG receives from you and any responses that HTFG sends to you become a part of your mental health record.

By signing this document I acknowledge receipt of Social Media Policy. I also acknowledge that my signature below means that I understand and agree with all of the points above.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date