

TIM DALLACQUA, MSW, LCSW

Licensed Clinical Social Worker · Individual Teletherapy · Montana

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Consent to Use Email Communication

Acknowledgment of Privacy Limitations and Secure Email Option

PURPOSE OF THIS FORM

This form explains the privacy limitations of standard email as a method of communication between you and Tim Dallacqua, MSW, LCSW. It also describes a secure encrypted email option (Proton Mail) available to clients who require greater privacy. Please read it carefully before signing. Signing this form is voluntary.

WHAT YOU NEED TO KNOW ABOUT STANDARD EMAIL

Standard email (e.g., Gmail, Yahoo, Outlook, Hotmail) is NOT fully HIPAA-compliant. This means that emails sent between your personal email account and your therapist's email account may not be fully private or secure. Specifically:

- ☐ Standard email is not end-to-end encrypted and may be accessible to email service providers.
- ☐ Emails may be stored on servers outside your control and could potentially be accessed by third parties.
- ☐ If your email account is shared or compromised, your messages may be seen by others.
- ☐ There is no guarantee of confidentiality once an email leaves your account.

HOW EMAIL WILL BE USED

If you consent to standard email communication, it will be used only for limited, non-clinical purposes such as: appointment scheduling and confirmations, sharing general information about

services, and sending non-sensitive documents (e.g., directions, general resources). Standard email will NOT be used for: clinical case discussions, sharing diagnoses or treatment summaries, crisis communication, or any information that requires strict confidentiality. In a crisis or emergency, please call 988 (Suicide & Crisis Lifeline) or 911.

SECURE EMAIL OPTION: PROTON MAIL

For clients who require a higher level of privacy — or who wish to communicate clinical information by email — Tim Dallacqua offers the option of Proton Mail, an end-to-end encrypted email service. If you choose this option:

- ☐ You will be provided with a shared Proton Mail password to access a secure communication channel.
- ☐ All emails sent through Proton Mail are encrypted and significantly more private than standard email.
- ☐ This option is available at no additional cost and is recommended for any sensitive clinical communication.

To request Proton Mail access, simply ask during your session or contact the office at (406) 564-1848.

YOUR RIGHTS

You may withdraw this consent at any time by notifying Tim Dallacqua in writing or verbally during a session. Withdrawing consent will not affect your treatment in any way. You are not required to use email to receive services.

CLIENT ACKNOWLEDGMENT AND CONSENT

By signing below, I acknowledge that I have read and understood the information above. I understand that standard email is not fully HIPAA-compliant and may not be fully private. I voluntarily consent to communicate with Tim Dallacqua, MSW, LCSW via the email method(s) I have selected below, and I accept the associated privacy risks.

Please check all that apply:

- ☐ I consent to standard email communication for non-clinical, logistical purposes.
- ☐ I would like to use Proton Mail for more private communication. Please provide me with access.
- ☐ I do NOT consent to email communication. Please contact me by phone only.

Client Signature

Date

Client Printed Name

Date of Birth

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This form is kept in your confidential client file.