



## Libby Rooney Counseling, LLC

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### POLICY FOR USING EMAIL DURING COUNSELING

Email is often a fast and convenient way to communicate. However, there are some issues to consider when using email to communicate confidential therapy related information. Below is the therapist's policy regarding using emails during counseling. If you have any questions about this practice, please do not hesitate to discuss your concerns with your therapist during your sessions.

Clients often find that the change process does not occur solely within the context of a counseling session. As clients attempt to apply the concepts learned during sessions, they find that much of the work of counseling occurs outside the clinical setting. Occasionally, clients find it helpful to touch base with their counselor between sessions as they are doing this work. In these instances, the therapist is glad to correspond to emails as their schedule permits.

**However, email exchanges should not be construed as any form of psychotherapy and does not take the place of a counseling session.**

The therapist will not attempt to install cookies on your computer and will not attempt to collect data about you through the internet. If you decide to begin an email exchange with your therapist, she will obtain your email address. That address will not be shared with any third party unless the therapist is required by law to do so. Although the risk of a cyber "eavesdropper" accessing your emails is relatively small, you should be aware that **emails are not encrypted and could be read by anyone who intercepts them.**

The decision about whether to engage in an email exchange with your therapist from your place of employment is entirely up to you. However, you are encouraged to **be aware of your employer's policies** regarding private use of computer and internet facilities, as well as conducting private business during your work time. Employers may assert a right to read any and all emails that pass through their system. Even taking precaution of printing all emails once received and then deleting local copies may still leave a copy on an employer's mail server, which could be retrieved by the employer at a later date.

If you undertake an email exchange with your therapist from **shared environments** like internet cafes or libraries, you should take particular care to guard your privacy. Web browsers used to access web-based email accounts should not be left logged-in to the web-based email service, and likewise, usernames and passwords should not be stored in cookies. When in doubt, log out.

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Client or Legal Custodial Parent/Guardian Signature

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Date