

SUSTAINABLE SUNSHINE LLC

Request and Consent for Confidential Handling of Private Information

I, _____ request and
(Print Client's First and Last Name)

consent that Sustainable Sunshine LLC handle my confidential private information in the in the following ways:

Instructions/overview: All reasonable requests to receive communication of your private information by your preferred means will be granted. Please describe the means and alternative means (e.g. US mail, telephone call, email, etc.) by which you prefer to receive your private information and the type of information you would like to receive by those means (appointment reminders, client information, bill payment reminders, etc). We will do the best we can to assure your confidentiality through email, text, and discord messages, but due to third-party mediators, viruses, hackers, etc, complete confidentiality of correspondence cannot be guaranteed.

Phone:

Can we contact you by telephone? ____ Yes ____ No

Cell (____) _____ - _____

Other (____) _____ - _____

Is it okay to contact you on your cell phone? ____ Yes ____ No

Is it okay to contact you on the alternative phone number? ____ Yes ____ No

Which telephone do you prefer we call during the day? ____ Cell ____ Other

Which telephone do you prefer we call during the evening? ____ Cell ____ Other

Please check the types of information we can include in our telephone calls, voice messages, and text messages:

- ___ Appointment confirmations, changes, and reminders
- ___ Bill payment reminders
- ___ Emergency contact
- ___ Responses to your requests for information
- ___ Client Education
- ___ Coaching homework assignments

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Email:

Can we contact you by email? Yes No

Preferred email address: _____@_____. _____

Alternative email address: _____@_____. _____

Please check the types of information we can include in our email:

- Appointment confirmations, changes, and reminders
- Bill payment reminders
- Emergency contact
- Responses to your requests for information
- Client Education
- Coaching homework assignments

Discord:

Can we message you through Discord? Yes No NA

Discord ID: _____ # _____

Please check the types of information we can include in our message:

- Appointment confirmations, changes, and reminders
- Bill payment reminders
- Responses to your requests for information
- Client education
- Coaching homework assignments

Mail:

Can we contact you by regular mail? Yes No

How do you prefer we address your mail?

First and Last Name:

Street Address: _____ Apt No: _____

City: _____ ST: _____ Zip: _____

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Please check the types of information we can include in our mail:

- Bill payment reminders
- Responses to your requests for information
- Bills
- Client Education
- Coaching homework assignments
- Questionnaires or surveys for coaching

Telecommunication:

Can we hold coaching sessions with you through video chat? Yes No

Preferred method of telecommunication: Phone Call Video Chat

If you prefer video chat, would you prefer the camera to be on or off for the

Coach: On Off

Client: On Off

Please check the video methods we can use for coaching sessions:

The coach may prefer a specific video method but consenting to more than one method may be useful if/when the client or coach experiences technical issues.

Doxy.me/SustainableSunshine

Zoom

web.oneclickwebcam.com/sustainable-sunshine

FaceTime

Client Signature

(Date)

Printed Name

Parent or Guardian Signature, if client is under 18

(Date)

Printed Name