

## Samantha Solis PLLC Privacy Practices

This document outlines my office policies related to other privacy situations that otherwise were not listed on the other documents. Please read it to understand how I conduct myself in other environments and how you can expect me to respond to various interactions that may occur between us outside of the therapy room.

If you have any questions about anything within this document, I encourage you to bring them to my attention when we meet. As new technology develops and the internet changes I may need to modify this document. In the event that I do modify these conditions, I will notify you in writing of any policy changes and make sure you have a copy for your own records.

### Social media sites:

- I do not accept friend or contact requests from former or current clients on any social networking sites (LinkedIn, Facebook, Twitter, Snapchat, Instagram, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship.

- If you do send me a friend request or message on one of these sites, I will deny this request and/or not respond but I will discuss this situation with you.

### Interacting in public

- There is a probability that we might see each other in the community and I expect that. My policy is that I will not acknowledge you unless you do so first.

### Communication

- If you need to contact me between appointments, please contact me by phone and leave a message. Please do not text or use any other messaging system to contact me as these avenues are unsafe in protecting your confidentiality.

- Be aware that email is not completely secure or confidential. If you choose to communicate with me by email, be aware that all emails are retained in the logs of your and my internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the internet service providers. You should also know that any emails I receive from you and any responses that I send to you become part of your legal record.

Thank you for taking the time to review my policies on privacy practices. If you have any questions or concerns about any of the policies presented above, please ask me and we can discuss these together.