

## Electronic Data Consent Form

Washington County Community Services (WCCS) has the ability to electronically communicate with individuals using a secure email system. This system requires the receiver to utilize a password to obtain the secure email.

You have requested to communicate with WCCS by non-secure electronic data route. Non-secure electronic data route can be defined as but, not limited to non-secure email and/or texting. Before WCCS will send non-secure electronic data containing non-public data, you must read and agree to the following risks and conditions of electronic data communication.

### 1. Risk of Using Electronic Data Communication

We caution people from communicating by electronic data communication which includes but, may not be limited to emails and texting. Transmitting non-public information data by electronic data communication has a number of risks that must be considered. These include, and are not limited to:

- Electronic data can be circulated, forwarded, and stored in numerous paper and electronic files.
- Electronic data can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- Electronic data senders can easily misaddress an Email or text message.
- Electronic data is easier to falsify than handwritten or signed documents.
- Backup copies of electronic data may exist even after the sender or recipients have deleted their copy.
- Employers and on-line services have a right to archive and inspect electronic data transmitted through their systems.
- Electronic data can be intercepted, altered, forwarded, or used without authorization or detection.
- Electronic data can be used to intentionally or unintentionally distribute a virus, which can destroy or harm electronic systems and electronic data.

### 2. Conditions for the Use of Electronic Data

WCCS will use reasonable means to protect the privacy of electronic data being sent and received. Because of the risks outlined above, we cannot guarantee the privacy of electronic data communication. Therefore individuals electing to receive non-secure electronic data must consent to the use of non-secure electronic data transmission. Consent to the use of non-secure electronic data transmission includes agreement with the following conditions:

- All electronic data may become part of the person's record either in its entirety or as a summary. Because they may become part of the record, other individuals authorized to access the record may also have access to the electronic data.
- As necessary to provide service and to secure reimbursement we may forward electronic data internally to other WCCS staff and to those to whom you have authorized release of information. We will not forward non-public electronic data to independent third parties without your prior written consent except as authorized or required by law.
- Although we will try to read and respond promptly to electronic data, we cannot guarantee that any particular electronic data will be read and responded to within any particular period of time. Therefore you should not use electronic data communication for emergencies or other time-sensitive matters.

Service Center Cottage Grove  
13000 Ravine Parkway  
Cottage Grove, MN 55016  
Phone: 651-430-4159  
Fax: 651-430-4193

Service Center Forest Lake  
19955 Forest Road N  
Forest Lake, MN 55025  
Phone: 651-275-7260  
Fax: 651-275-7263

Government Center  
14949 62nd St N P.O. Box 30  
Stillwater, MN 55082-0030  
Phone: 651-430-6455  
Fax: 651-430-6605

Service Center Woodbury  
2150 Radio Drive  
Woodbury, MN 55125  
Phone: 651-275-8650  
Fax: 651-275-8682

Toll-free: 1-844-711-1907 / [www.co.washington.mn.us](http://www.co.washington.mn.us)  
Washington County is an equal opportunity organization and employer

- If your electronic data communication requires or invites a response from us and you have not received a response within a reasonable time period, it is your responsibility to follow up to determine whether the intended recipient received the electronic data and when the recipient will respond.
- You should not use non-secure electronic data transmission for communication regarding sensitive medical, mental health, or chemical health information.
- You are responsible for informing us of any types of information that you desire not to be sent by non-secure electronic data transmission in addition to those listed in the above sentence.
- You are responsible for protecting your password or other means of access to electronic data. We are not liable for breaches of privacy caused by you or any third party.

**3. Communicating by Electronic Data Transmission**

To communicate by electronic data transmission you will:

- Avoid the use of your employer's computer or other computers, easily assessable to others.
- Inform us of changes in your electronic data address(es).
- Avoid placing any private information on the subject line.
- Review the electronic data to make sure that it is clear and that all relevant information is provided before sending to us.
- Take precautions to preserve the privacy of electronic data such as using and safeguarding your computer passwords or access codes.
- Withdraw consent for non-secure electronic data communication only through written communication to us.

**Acknowledgment and Agreement**

I acknowledge that I have read and fully understood this consent form. I understand the risks associated with the communication of non-secure electronic data transmission between WCCS and me and consent to the conditions outlined herein. I agree to the instructions for communicating by non-secure electronic data transmission as outlined here, as well as any other instructions that WCCS may impose to communicate using non-secure electronic data transmission. I agree that because of my written agreement that use of non-secure electronic data transmission to communicate with me concerning non-public data is a reasonable and proper way to communicate with me.

I agree to the terms of this consent form.  
(Click the box. For those sending this form electronically, clicking this box will be used as your signature.)

I wish to communicate by:  E-mail  Text  Both (Check boxes that apply)

Please provide the following information:

\_\_\_\_\_  
Name (First, Middle Initial, Last)

\_\_\_\_\_  
Address (Street Address, City, State, Zip)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Text Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
 Name (First, Middle Initial, Last)

\_\_\_\_\_  
 Address (Street Address, City, State, Zip)

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Text Number

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date