RestorativeCounselling

April 2020

Zoom Security and Safeguards for Individuals

You may have heard recently that some people have had security breaches on their Zoom calls. Zoom has been in touch and they are assuring us that they are taking additional measures to resolve and enhance security for their platform. Below is what we are doing to address these concerns:

We had already taken precautions through added security measures from our end, including purchasing Zoom Pro which has advanced security features.

Our computer cookie settings have been modified so that the Zoom website cannot keep track of activities on Zoom or scheduled visits.

All scheduled sessions are password-protected and can be found in your invitation.

A waiting room has been enabled for some time, so that you have to be admitted into the meeting. This ensures that no one else can enter that isn't supposed to and our sessions are secure.

All sessions are "locked" after participants are admitted and this allows us to block unwanted people from entering into our sessions.

To keep these safeguards protected, it is important that you do not share our Meeting ID or the Password for our sessions with anyone else.

We look forward to continuing to work with you in the safest way possible during these difficult times.

Thank you for your understanding at this time.
Sincerely,

Kristen Bérubé, M.A., R.C.C.
Danielle Bérubé, M.S.W, R.S.W.
& The Restorative Counselling Team

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Individual Consent for Video or Telephone Counselling

As you know, the Coronavirus (COVID-19) has created a new reality for all of us. As a way of protecting each other, we have been asked to socially distance. Such distancing may be temporary or could be for an extended time period. I hope that we can resume face to face counselling sessions in the near future. In the meantime, this reality has required a new way of providing many services including counselling. I am utilizing remote counselling with the use of telephone and a secure video program (Zoom).

This change requires that you provide your consent and that you are informed of the risks and safeguards.

Risks include that another person may overhear our conversation. Please be assured that the safeguards I am putting in place are as follows:

- Counselling services are only provided in my private office
- No other person, besides myself, will be near our calls
- I will continue to make written notes about our conversation
- Be assured that no one else has access to your information or notes
- No one else has access to my work computer and any history is secure

By accepting my invitation for either telephone counselling or video counselling you are providing your implied consent. **You may withdraw your consent at any time.**

As with any online communications, signing documents online (intake form, video consent, and this form) may also bring up concerns. Please review the following Privacy Disclaimer and ask if you have any further questions.

Privacy Disclaimer : Risks of using Adobe PDF Sign + Zoom

Third-party sites & apps with access to your account
To help you safely share your data, Google lets you give third-party sites and apps access to different parts of your account. Third-party sites and apps are created by companies or developers that aren't Google. For example, you may download an app that helps you schedule workouts with friends. This app may request access to your Google Calendar and Contacts to suggest times and friends for you to meet up with.

Sharing your Google data with Apps

Learn about how you can share your Google data with apps to make your life easier -- and what you can do to protect your personal information.

What sites and apps can request

Sites and apps can request different kinds of access to your Google Account, including requests to:

- See your basic profile information: Many sites and apps only request access to basic info, including your name, email address, and profile picture. You grant access to this info when you choose to "Sign in with Google" on sites and apps that have this feature. Sharing this info makes it easier to create an account and helps you avoid creating new passwords.
- See some info in your Google Account: In addition to basic profile information, some sites and apps might also ask for permission to see and make a copy of information in your account. This may include information like your Contacts, Photos, YouTube playlists, and more.
- Edit, upload & create content in your Google Account: In addition to seeing your basic profile and some info in your account, some sites or apps may ask for permission to do even more in your Google Account. This may include editing, uploading, or creating content. For example, a film editing app may edit your video and upload it to your YouTube channel, or an event planning app may create events on your Google Calendar, with your permission.

Full account access

If you give a site or app full account access, it can see and change nearly all information in your Google Account. Full account access means a site or app can see and copy your information, edit or delete it, or create new information. Sites or apps with full access can't change your password, delete your account, or use Google Pay to send, request and receive money.

Tip: You can see a list of all sites and apps you've given account access to in your Google Account. To make it easy to manage access to all your sites and apps, Google apps are listed with third-party apps. For example, you might see that the Google Chrome app you downloaded for your Mac computer has full account access. Google keeps your data private and secure.

Sites and apps may request access to sensitive information

Depending on how you use Google products, some of the information in your account may be extra sensitive. When you give access to third-parties, they may be able to read, edit, delete, or share this private information.

Before granting access, you should read the site or app's privacy policy to learn how they use your data and keep it safe.

Google products with especially sensitive information include:

- Gmail: Your emails may contain sensitive information, including the names of your contacts, your private correspondence, or an attached copy of a medical report.
- Photos: Your Google Photo albums may have photos that you'd prefer not to share, like pictures of your family or copies of official documents. In addition, many photos are automatically tagged by location and date.
- Drive: There may be private information in Google Drive, like financial records, official reports, and presentations. In addition, if you've shared documents with other people, their names and contact information are also in your Google Drive.
- Calendar: Your Google Calendar can have important information about your daily routine, as well as details about private events and appointments.
- Contacts: Your Google Contacts can include the names, phone numbers, addresses ,and contact details of the people you know.

What to consider before giving access

- How secure is this site or app? If the third-party app's server is hacked, your data may be accessed by unauthorized people. When you allow third-party apps to access your Google Account, they can copy and save your data on their own servers. Because Google can't protect the data on another company's servers, your data may be subject to greater data security and privacy risks.
- How will this site or app use my data? The data may be used by the app in ways that are not obvious, such as being shared with others.
- Can I delete my data from this site or app? Depending on the app, you may not be able to quickly or automatically delete your data from their servers. It may also be difficult to delete the account you created on the app.
- Will this site or app tell me if something changes? The site or app may not directly notify you if it changes its policies and practices.
- Who else can see my data on this site or app? Some third parties may have individuals who look at your Google Account information, including emails you write or your contacts.

Remove site or app access

If you gave account access to a site or app you no longer trust, you can remove its access to your Google Account. The site or app won't be able to access any more info from your Google Account, but you may need to request that they delete the data they already have.

1. Go to your Google Account.
2. On the left navigation panel, select Security.
3. On the *Third-party apps with account access panel*, select Manage third-party access.
4. Select the site or app you want to remove.
5. Select Remove Access.

Report a site or app

Follow these steps if you believe a site or app is misusing your data, like creating spam, impersonating you, or using your data in harmful ways.

1. Go to the Apps with access to your account section of your Google Account. You might need to sign in.
2. Select the app you want to report Report this app.

Improved security for accounts connected to Google

Google helps secure your online accounts, on our own services and on some third-party apps and sites. Learn more about Cross-Account Protection.

Please sign here that you are informed of additional privacy considerations to online services.

Signature _____ Date: ____

Thank you for your understanding and participation,

Kristen Bérubé, M.A., R.C.C.
Danielle Berube M.S.W, R.S.W
& The Restorative Counselling Team

RestorativeCounselling

PHOTO, AUDIO AND VIDEO CONSENT FORM

To be completed along with verbal consent or discussion with Elders, Teachers, Clients and/or Group Participants

NAME: _____

ADDRESS: _____

For All Group Participants, Team Members and Special Guests:

We would like to request your permission to record the group therapy sessions that you participate in, but want you to know that your privacy and identifying information will be strictly held in confidence.

We record groups for two primary reasons:

1. So that if you or any of your group members miss a session, the recording is available for 5 - 7 days through a link before it is taken offline.
2. So that we can keep a digital/ video/ audio and written record of Elders, Cultural Teachers and Holders of Traditional Wisdom that sit in on our groups to offer culturally and spiritually enhanced content. Once the viewable link expires, your group session will be saved in our secure drive until it is edited to remove all video that has your image, voice or identifying info in it. What we will keep is the teachings of the Elders and of the Group Facilitators to create an online culturally enriched group offering for remote locations or online learning.

In addition to the Zoom Links to video recordings being available for 7 days after recording (for Restorative Community Partners, Staff or other active group members in your group), this authorization grants permission to use your spoken words (audio or transcribed) to share any deep or profound insights you have as a quote ("one participant said ...") for our research and for developing the cultural enhancement of Mental Health Services offered through Restorative Counselling, Restorative Wellness Project (RWP) or Restorative Health Network. Again, no identifying information would be shared.

We would also like to support access to these services and to enriched teachings as an optional activity for school credit.

By signing this document, you agree:

1. **To allow the recording of your image and voice (e.g., photographs, audio, or video). Initial: _____**
2. **To distribute your image or recording in any medium, be it print or electronic form, which may include the Internet to appropriate recipients (others in group or RWP Professionals). Initial: _____**
3. **To grant permission to other entities to reproduce the above content while preserving your privacy and anonymity, for educational purposes. Initial: _____**

For Wisdom Keepers and Advanced Mindfulness Practitioners ONLY:
Skip to signature and date if you are a client/participant

In addition to the Zoom Links to video recordings being available for 7 days after recording (for Restorative Community Partners, Staff or other active group members in your group), this authorization grants permission to use your image (still or moving) and/or your spoken words (audio or transcribed) for the cultural enhancement of Mental Health Services offered through Restorative Counselling, Restorative Wellness Project (RWP) or Restorative Health Network.

Further, Kristen Berube, Danielle Berube and the RWP Team request your permission to use the content of your cultural sharing for publication in research, therapeutic guides, books, magazines, websites, television and/or educational presentations in the future. We hope to create culturally and spiritually enhanced mental health groups that can be effectively delivered to remote locations online.

We would also like to support access to these services as an optional activity for school credit.

By signing this document, you agree:

1. **To allow the recording of your image and voice (e.g., photographs, audio, or video)**
2. **To distribute your image or recording in any medium, be it print or electronic form, which may include the Internet.**
3. **To grant permission to other entities to reproduce the images or recording for educational purposes.**

Nature of image and/or spoken words to be recorded: *Traditional teachings about wellness, balance and spiritual well-being*.

Purpose of recording, image and/or spoken words, including the intended audience: *For sharing cultural teachings with educators, helpers, students and disciples of various spiritual teachings. we openly share wisdom teachings in an effort to work collaboratively and come to understand the unifying values and beliefs in ancient teachings / traditional wisdom teachings underlying many nations across the Nations.*

RESTRICTIONS AND LIMITATIONS: Is there anything you do not wish to be shared from group recordings?

I have read and fully understand the intent and purpose of this document and am signing it without reservation. I understand that I may withdraw my consent to be recorded at any time prior to publication.

Name (please print): _____

Signature: _____

Date: _____

*Full name with full date accepted in lieu of e-signature if you are unable to e-sign and you submit electronically.