

The York Centre for Children, Youth and Families

## **The Use of Electronic Communication**

Staff of The York Centre are each given a work email address for work use only, and some have cell phones or laptops.

**Any electronic communication with clients (including email, texting and instant messaging) should not contain confidential information or client's full names, unless there is consent by the client to use that form of communication.**

If you want to use email, texting, or messaging to communicate with a staff member, please give clear consent for this.

**Please keep in mind that using electronic communication increases the risk to the security of your private and confidential information.**