



Known Risks Associated with the use of Electronic Communication

- Email and texts can be circulated, forwarded, stored electronically and on paper, and broadcast to unintended recipients.
- Email and text senders can easily misaddress an email or text and send the information to an undesired recipient.
- Backup copies of emails and texts may exist even after the sender and/or the recipient has deleted his or her copy.
- Employers and online services have a right to inspect emails and texts sent through their company systems.
- Emails and texts can be intercepted, altered, forwarded or used without author detection.
- Email and texts can be used as evidence in court.
- Emails and texts may not be secure and therefore it is possible that the confidentiality of such communications may be breached by a third party.
- There is heightened risk to confidentiality when agreeing to communication about protected health information via email or text.
- Due to the risks described above, ROI employee cannot guarantee, but will use reasonable means to maintain security and confidentiality of email and text information sent and received.
- Other risks unknown or unidentified at the time of the signing