

Notice of E-mail Confidentiality:

Thank you for participating in the Operation Family Caregiver (OFC) program. Your confidentiality and privacy is very important to us. Confidentiality is essential to the OFC program. For this reason, we are providing the following notice with regard to e-mail communications.

Public records laws are broad and most written communications to or from state or university employees, including e-mail communications, are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Please know your privacy and confidentiality is valued but the contents of an e-mail message cannot be guaranteed to remain confidential. While your OFC coach will do his or her best to keep your e-mail communication private, e-mail usage can be monitored and the content of your messages may be read by others.

To maintain your confidentiality, it is recommended that communication regarding personal matters occur by telephone. Occasionally, your OFC coach may send you general OFC program information via e-mail. E-mail is an appropriate method of communication for general information, OFC program questions, and/or resource requests. Should you choose to use e-mail to communicate with OFC on more specific topics, please do not include any private or confidential information that you may not want shared.

Your OFC coach contact information:

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Please visit our websites:
csw.fsu.edu/ofc ★ www.operationfamilycaregiver.org



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