June/2020

Consent Form for Remote (Zoom) Counseling in

the Harassment and Human Rights Abuse Counseling office(**HHRAC** office)

Ochanomizu University **HHRAC** office

During the on-line class (web-based class) period, the Harassment and Human Rights Abuse Counseling Office accepts e-mail consultation instead of the usual face-to-face consultation. As another option, if you agree with the following items, you can use remote consultation by online system (Zoom). Please read the following explanation, and if you agree, please check ☑ (←copy and paste) and sign at the end.

□ 1. This counselor's office complies with confidentiality obligations. But if we (counselor, director of the office, chairman of human rights committee) have the possibility of self-harm or other harm, we may contact relevant organizations without obtaining the consent of the consultant in order to protect lives and human rights rather than compliance with the above.

□ 2. We use Zoom system for online consultation. Although this service has a proven track record in student counseling in the United States, the risk of hacking is not zero. Please refrain from using free Wi-Fi to minimize the risk.

□ 3. Remote consultation is conducted using a PC with a webcam and terminals such as smartphones. The images of you and the professional counselor will be displayed on the screen, but please understand that the same service cannot be provided because the quality is different from the face-to-face consultation.

□ 4. During online consultation, it is important to be able to secure a quiet environment, such as your own room, where privacy is protected. Try to do it where your privacy is protected. We ask that you make adjustments at home so that no accidents such as family coming in midway. Also, please check if there is any inconvenience in the background.

□ 5. During online consultation, please close all apps, notifications, and programs other than the app you are using (Zoom).

□ 6. If your device is a PC, make sure that you have updated your OS (Windows, mac OS, etc.), security updates, antivirus software, etc. to the latest version. Also for smartphones and tablets, make sure you have updated the OS (Android, iOS, etc.) to the latest version.

□ 7. Please refrain from recording/recording/shooting during remote consultation (video call) to minimize the risk of information leakage. Also, please refrain from having someone present with you without permission (even counselors do not do so without permission).

□ 8. If the counselor determines that online consultation is not appropriate, we may refer you to other consultation methods or other support agencies.

□ 9. When the reservation time comes, please use the Zoom connection information provided by **HHRAC** office (counselor in charge) to connect. If you need to cancel or change your reservation, please let us know in advance by email <shsoudan@㏄.ocha.ac.jp> to the **HHRAC** office.

□ 10. If the connection fails or is interrupted due to a technical problem, you will receive an email from the counselor in charge. If we are not able to contact you after that, we may cancel it. For re-booking, please email <shsoudan@㏄.ocha.ac.jp> to the **HHRAC** office.

□ 11. If you have any questions, feel free to ask at the first interview.

Consent form

 I have read and understood the above explanation and accept all items.

  ( / / : D/M/Y) Requester Name: