

Taskey Use & Privacy Agreement

Supporting progress between sessions - safely and respectfully

1. Purpose

I use the Taskey app to extend guidance beyond sessions, so skills gained in session can be easily referenced, practised and reinforced in everyday life. This agreement explains I will use Taskey to support progress while protecting privacy, dignity, and trust.

2. What We May Capture

As part of your sessions, I may create digital tasks in Taskey that include short videos or images of you performing a skill.

3. How Content Is Used

All content created in Taskey is used to help support learning and development, so you can easily:

- Remember techniques practiced in session
- Practise correctly at home
- Build confidence through repetition.

Content captured for digital tasks will be used **within Taskey only**, unless we agree otherwise.

4. Who Can Access Your Content

Your content will not be shared with others without your permission, being accessible only to:

- Me (your practitioner)
- You and/or your parent, guardian or carer.

5. Privacy and Security

We agree that your information is important.

Taskey protects your information by:

- Storing content securely
- Limiting access to authorised users
- Supporting encrypted and contained delivery and storage of video and photos.

6. Practitioner Responsibilities

As your practitioner, I agree that I will:

- Capture images and video only when they support your progress
- Use this content only within Taskey tasks
- Not use your images or video for any other purpose without your permission
- Delete images and video from my device after uploading
- **Lock any tasks that include your images or video** to ensure tasks are not accidentally shared with other clients
- Use professional judgement in what I capture and assign.

8. Consent and Choice

By signing this agreement, you confirm that:

- You understand how Taskey will be used
- You are comfortable with images/video being used as described
- You have had the opportunity to ask questions.

If you are a parent or carer, you are providing consent on behalf of the client where required.

You can withdraw consent at any time. If this happens:

- No new content will be created
- We can review and remove existing content if requested.

10. Our Agreement

Taskey works best when we use it together with care and respect. With clear expectations and a small number of simple behaviours, we can safely support progress beyond the session.

Practitioner Signature

Client/Guardian/Carer Signature

Practitioner Name

Client/Guardian/Carer Name

Date

Date