

Dear JF&CS Memory Café Guest:

We are happy to host “virtual” JF&CS Memory Cafés! This message is to let you know that there are some special guidelines about privacy for these events.

The virtual JF&CS Memory Cafés will be held over video conferencing. If you decide to participate, you are agreeing to the following:

- Your voice and/or picture will be shared with the group during the JF&CS Memory Café.
- We will record the activity that is facilitated by our guest artist, and we will share this recording with JF&CS Memory Café guests. We may share this recording with other individuals who could enjoy it, and with community service providers also. We will not share any recordings that include the video images of our café guests, unless we ask your permission first.
- We, the staff of JF&CS, will enable all available encryption and privacy modes when we are using teleconferencing.
- Please be aware that any people who are in the same room as a JF&CS Café guest could either overhear the guest’s communications or have access to the technology that the guest is using. This may include family, friends, employers, co-workers and others.
- We ask you to do your best to maintain the group’s privacy.
- Please choose a quiet, private spot in your house where you will participate.

Please contact Beth at [bsoltzberg@jfcsboston.org](mailto:bsoltzberg@jfcsboston.org) or 781-693-5628 if you have any questions or concerns. Thank you!

Beth

Beth Soltzberg

JF&CS Memory Café Coordinator