

Sharing Contacts While Honoring Client Privacy

A Required Path for HIPAA-Bound Providers at The Collective Journey

At The Collective Journey, we believe in healing the world through shared energy, aligned action, and collective visibility. Our platform thrives on mutual contribution—each provider sharing their gifts *and* helping grow the community through meaningful outreach.

We understand that providers in private practice—especially therapists and licensed professionals—carry responsibilities related to client privacy. That’s why we’ve created this HIPAA-compliant pathway to ensure you can fully participate in our ecosystem while honoring your professional obligations.

HIPAA & Email Sharing: What’s Allowed

It is our understanding that HIPAA applies to *Protected Health Information (PHI)* shared within the context of treatment. It **does not** prohibit sharing email addresses with appropriate opt-in consent.

An **email address alone** is *not* PHI unless it is connected to a diagnosis, appointment info, or treatment plan. Most client intake paperwork already includes some version of email communication consent.

That said, marketing communications—like those related to TCJ—**do require client opt-in.**

What Counts as a “Contact List”? It’s More Than Clients.

At The Collective Journey, contact-sharing is not limited to client lists. In fact, our providers grow their lists through a mix of:

- Personal and professional contacts
- Event attendees and workshop participants
- Newsletter subscribers
- Social media leads or webinar sign-ups
- Local community or networking groups

This means you do not need to rely solely on client emails to meet the contact-sharing requirement. If you’ve ever hosted a retreat, taught a class, or attended a marketing event, you likely have a list of aligned individuals who would love to be part of something bigger.

Your Required Actions as a TCJ Provider

To uphold the spirit of our collaborative model—and remain in alignment with our Terms & Conditions—all providers who cannot directly upload their contact list are **required to complete both of the following steps** within 30 days of joining TCJ:

1. Send an Opt-In Email to Current Clients

Send a one-time email inviting your existing clients to opt into your TCJ-aligned offerings and communications. This creates a clean, consent-based list that honors privacy laws while opening the door to collective growth. If you don't have a system with a landing page for the opt in, we are happy to create that link for you.

Sample email:

Subject Line Options:

- Exciting News + Invitation to Stay Connected
- Let's Stay in Touch – New Offerings & Resources
- Join Me in Something Powerful

Email Body:

Hi [Client's First Name],

I hope this message finds you well. I'm reaching out to share a quick update and a special opportunity to stay connected.

I've recently joined **The Collective Journey**—a powerful collaborative network of wellness providers, healers, and heart-led professionals offering transformational experiences, tools, and support for mind, body, and spirit.

By opting in, you'll receive **two newsletters per month**, which include:

- ✿ Upcoming community events and workshops
- ✿ Free or low-cost healing resources
- ✿ Opportunities for deeper support and connection

If you'd like to continue receiving these updates, all you need to do is **click the link below to opt in:**

🔗 [Insert your opt-in link or form here]

This ensures that any communication you receive is in full alignment with your preferences and in compliance with privacy standards. You can unsubscribe at any time.

Thank you for being part of my journey. I look forward to continuing to support yours.

Warmly,
[Your Name]
[Credentials if desired]
[Practice Name]
[Phone / Website / Social links]

2. Add an Opt-In Clause to Your Intake Forms

Moving forward, new clients must have the opportunity to explicitly opt into receiving email communications from both you and aligned partners like TCJ.

Suggested language:

“I agree to receive email communications from [Your Name] and trusted partners including The Collective Journey. I understand I can unsubscribe at any time.”

If you need support updating your forms or digital systems, our team is here to help.

We're Here to Support You

This path is about alignment, not pressure. Our goal is to protect your practice *and* elevate your impact within a powerful, growing community.

If you need help creating your opt-in email, building a form, or updating your paperwork, reach out—we'll walk you through it.

With integrity,
The Collective Journey Team