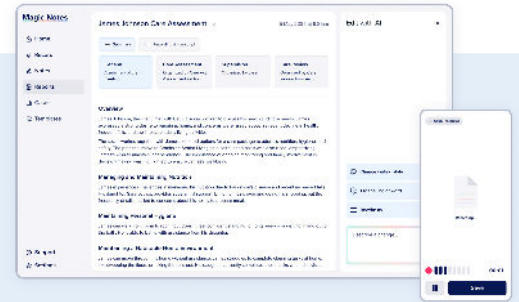


beam



What is Beam Notes?

Staff at CCS Adoption may ask to record our meetings with you using Beam Notes.

Beam Notes is a secure and innovative tool that accurately and unbiasedly transcribes meetings and captures the detail of our meetings with you.

Beam Notes helps keep records clear and consistent while respecting everyone's confidentiality and rights.

Please note - any transcriptions/reports created by Beam Notes will always be reviewed by your Social Worker/staff member, to ensure accuracy.

What does this mean for you?

Accurate and Secure Record

A reliable record of our meetings is created and stored securely on your file in the usual way.

Private and Transparent

The record is only used to support my work with you and is never shared elsewhere.

Better Focus and Connection

With less time spent on note taking, I can focus more on our conversation and building a better connection.

Your Rights and Protections

Data Retention Policy:

The CCS staff member that used Beam Notes for our meeting will only have access to it for 30 days. This is so they have enough time to add the notes to your electronic file at CCS Adoption and then it will be permanently deleted. It is only used to help with their admin and note-taking.

Right to Opt-Out:

Think of Beam Notes like a professional minute taker joining the meeting. You are in control and there is no obligation for us to use Beam Notes. You can choose for it not to be used at any time - even mid-way through a recording. We will stop the recording and revert to taking manual notes.

Data Security:

We have strict data protection policies and we have assessed Beam Notes and approved its as it meets the required criteria. Your data will not be used to train any AI models, and all information remains private and confidential.

Our Privacy Notice can be found at: www.ccsadoption.org/privacy-policy-for-beam-notes/