

Informed Consent for Session Summary Demo

Deliberate Practice AI Summarization Tool

Purpose of the Tool

Your consultant is participating in a demo of a new AI-powered session summarization tool called Deliberate Practice. This tool helps consultants generate structured summaries from session recordings or transcripts. The goal is to support reflection, continuity between sessions, and improved documentation.

While this demo is focused on consultant-facing features, one of the long-term goals of the tool is to make the summary output easily shareable with clients, so you can receive a brief recap of your session for your own reflection and reference - soon after each consultation.

What You Need to Know

What's NOT stored or shared:

- The audio recording of the session is not stored permanently
- The transcript of your session is not saved after the summary is generated
- The resulting summary cards are not stored on the platform
- No one except your consultant will have access to the summary
- Your identity is not shared with any third party

What is temporarily used:

- The session is sent to a third-party transcription service to convert speech into text
- The text is then processed using a secure AI service (via API) to generate the summary
- These third-party services do not store any data - they process and immediately discard it
- To allow your consultant to export a summary to PDF, the summary may be temporarily cached on a secure server for up to 20 minutes. After that, it is automatically deleted

What metadata is collected (non-identifying):

- Total token count (to help estimate summarization cost)
- Basic metadata about platform usage (e.g., when the summary was run)
- Error/debug logs (which do not include transcript content)

Who Can See the Summary?

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Only your consultant can view or export the summary. No other person - including the tool's developers - will have access to the summary or the original transcript.

Your Rights

- Participation is voluntary. You are free to decline this request without any impact on your services.
- You may withdraw consent at any time before the summary is generated.
- You may ask to review the summary output after it is generated.
- You may request that the recording or transcript not be processed in this demo.

Consent

- ☐ I understand that my session will be temporarily processed using an AI-based summary tool
- ☐ I understand that no data will be stored beyond the consultant's local copy
- ☐ I consent to this session being used in the demo for the consultant's personal use only
- ☐ I have had the opportunity to ask questions and received answers to my satisfaction

Name of Client: _____

Date: _____

Signature (if required): _____

Name of Consultant: _____