



# Starting HAP Safely: Intake Boundaries, Consent, and Sensitive Data

## HAP Intake Guide

### What initial contact is for

Initial contact is for scoping. It is meant to establish what kind of problem you are trying to solve, whether HAP is the right fit, and how sensitive the matter is likely to be.

It is not the stage for sending entire medical files, legal files, therapy notes, or any other highly sensitive records unless HAP has specifically requested them through an appropriate channel.

### What an intake request does not create

Submitting an inquiry does not by itself create a physician-patient relationship, therapist-client relationship, attorney-client relationship, fiduciary advisory relationship, or emergency support obligation.

HAP is positioned as coaching, consulting, workflow design, and implementation support. If a matter requires licensed medical, legal, mental-health, or emergency intervention, that should be handled through the appropriate professional relationship.

### How sensitive data is handled

HAP follows a data-minimization posture: collect less, ask later, and keep only what is necessary for the scoped work. Sensitive information should not be introduced casually.

If a project may involve regulated or unusually sensitive information, HAP's intended operating model is to stop, scope the handling requirements explicitly, and determine whether a separate agreement, more secure channel, or a no-go decision is appropriate before proceeding.

Prepared for HAP the AI Coach. This material is informational and strategic in nature. It is not medical, legal, or therapeutic advice.