If someone sends Secret to my receive address can they put their email address in the memo field so that I can notify them via their email I have received it.

Would it also be necessary for them to include their receive address in the memo field if they require a manual refund of that transaction.

If it is possible to do both of those things with the memo field would that info be exposed on the SCRT blockchain for everyone to see. If so is there a way to easily make this memo info private?