

## Policy and Procedure

<b>Department:</b> Student Counseling Services	<b>Section:</b>
<b>Title:</b> Confidentiality - Communication with Faculty and Staff Regarding Clients	<b>Effective Date:</b> 6/2018
<b>Authored by:</b>	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b> 06/24/2021
<b>Type: Departmental Policy</b>	

**Purpose:** To protect confidential communication with faculty/staff regarding clients that are seen at Student Counseling Services (SCS)

**Scope:** All students seen within SCS.

**Policy:** The SCS takes every reasonable precaution to protect clients' privacy when communicating confidential information of clients to faculty and staff

**Procedure:**

1. Communication with faculty/staff regarding any confidential information about clients is only permitted with expressed, written or verbal consent by client
  - a. Consistent with other limits of confidentiality disclosure of information can occur if evidence of imminent harm to self or others is present.
2. Communication via email, after obtaining written consent, will include the encryption #secure in the subject line.
3. Communication will only include necessary and relevant information that is determined to be needed and agreed to by client.
4. Any communication made to Faculty/Staff will be documented in the Electronic Medical Record (EMR).

**Accountability/Follow-up:** Informational policy.