

## Policy and Procedure

<b>Department:</b> Student Counseling Services	<b>Section:</b> Confidentiality
<b>Title:</b> Maintaining Confidentiality	<b>Effective Date:</b> 7/1994
<b>Authored by:</b>	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b> 8/2019
<b>Type: Departmental Policy</b>	

**Purpose:**

To maintain confidential information of clients

**Scope:**

All students seen within Student Counseling Services (SCS).

**Policy:**

SCS staff take every reasonable precaution to protect clients' privacy

**Procedure:**

The identity of those using our services, along with the personally identifiable disclosures made in the course of the counseling relationship, will be regarded as confidential. Confidential information will not be shared with parties outside of SCS without the student's expressed, written consent, unless it is professionally ascertained that there is a clear and imminent danger to an individual or to society.

SCS may have on staff Psychologists, social workers, counselors, and, master's or doctoral level trainees. The counselors routinely review all cases with a psychologist supervisor on staff for the purpose of training and to assure the quality of services. Confidential information from counseling sessions may be shared as part of this supervision. For the purpose of training and quality assurance, some cases are discussed in staff in-services. Information remains confidential in the confines of those meetings. Counselors with master's degrees and provisional licenses will be supervised until fully licensed/credentialed. Counselors with master's degrees consult with one of the psychologists when working with a student who has a major mental disorder.

Case notes are read only as necessary and only by the treating professional, supervisor, and Director (when needed). Each professional is to read only notes on own clients. Case notes are not to be ready by Front Desk Staff or other non-clinical staff.

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