

## **Confidentiality Policy**

The Center provides confidential service in accordance with the law, as well as professional and ethical guidelines of counseling professions.

Confidentiality means that a student's contact with this office does not go on their academic record and that clinical materials will not be disclosed to any other office or individual unless a student signs a written release for this to occur. There are exceptions to this, see Limits to Confidentiality below.

Our staff members are exempt from any university reporting policies.

## **Limits to Confidentiality**

Counselors are required to release certain information in situations in which there is:

- Substantial probability of harm to the student or other individuals
- Suspected or reported neglect, abuse, or exploitation of a vulnerable adult or minor
- A court order
- Minors 14+ have confidentiality, but there exceptions/limitations (if this applies to you, contact the Center for additional information)

## **Security of Records**

The Center maintains security of all counseling records.

- All digital student files are kept separate from the Michigan Tech student database and are only accessible to the Center's staff.
- Access to these records is limited to the Center's staff, unless a written release is received or by court order.

\*If you have any further questions regarding confidentiality, please contact the Center at 906-487-2538.