

Policy Name:	Confidentiality
Date Modified:	7/2015
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Confidentiality Policy

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In keeping with ethical standards of the American Psychological Association (APA) and state and federal law, all services provided by the staff of CAPS are kept confidential except as noted below. We consult as needed within the staff of CAPS about the best way to provide the assistance that students might need. As required by psychological practice guidelines and current standards of care, we maintain records of counseling and psychiatric visits. Neither the fact that a student seeks counseling or other services nor any information disclosed in the sessions will appear in the student's academic record unless the student specifically directs us to communicate with other staff and faculty at the university. CAPS professional staff have a legal responsibility to disclose client information without prior consent when a client is likely to harm himself, herself or others unless protective measures are taken, when there is reasonable suspicion of abuse of children, vulnerable adults or the elderly, when the client lacks the capacity to care for him or herself, and when there is a valid court order for the disclosure of client files. Fortunately these situations are infrequent.