

## Division of Student Affairs Counseling Services PRIVACY POLICY STATEMENT

Counseling Services provides short term personal counseling to University of Bridgeport students free of charge. Counseling sessions are typically 45-50 minutes in duration. There is a 12 session limit per student for the academic year.

## **Privacy of Information**

It is the policy of counseling services not to release any information regarding your use of our services or personal matters discussed with your counselor. Information from your record might be included in services evaluation or descriptive research. If so, at no time will your identity be disclosed. Confidentiality is assured except in the following situations:

- 1. You may authorize the counseling services to release records or other information to individuals of your choosing. This may be done only with your expressed written consent.
- 2. Under ethical and legal requirements your therapist may break confidentiality in the event of clear and imminent danger to yourself or another person.
- 3. The law requires that therapist disclose information regarding child or elder abuse or neglect.
- 4. In certain legal proceedings, confidential information may be disclosed by court order. This is a rare occurrence and would not happen without your knowledge.

If you have specific question about our policies on confidentiality and release of information, you may take them up with your counselor.

## **Cancellations**

The counseling services staff expects clients to keep all scheduled appointments. However, unforeseen circumstances may cause you to miss scheduled sessions. If you must cancel an appointment, please give us a much advance notice as possible so that we may schedule another student in your appointment time.

Your	signature	acknowledges	that	you	have	read	the	above	statement	and	agree	to	these
condi	tions.												

(PRINT)	Last Name	First Name
	Signature	Date