

INFORMATION ABOUT CONFIDENTIALITY

COUNSELLING & COACHING SERVICE STUDENT ACADEMIC SUCCESS SERVICE UNIVERSITY OF OTTAWA

The Counselling & Coaching Service has several services available to you. These services include individual counselling, educational and career planning, study skills counselling, personal development workshops, interest and personality testing and other specialized programs. The services are provided by qualified professional counsellors and practicum interns. Professional counsellors have obtained either a master's or a doctoral degree in psychology or educational counselling. Practicum interns are supervised closely by experienced professional counsellors.

All interactions with the Counselling & Coaching Service, including the scheduling of your appointments, your attendance at appointments, the content of your sessions, your progress in counselling, and your records, are confidential.

We share our office space with the Office of the Director of the Student Academic Success Service who also follow appropriate personal information protection principles.

EXCEPTIONS TO CONFIDENTIALITY:

- The counselling staff works as a team. Your counsellor may consult with other counselling staff to provide the best possible care as well as for professional and training purposes.

Furthermore, disclosure is required by law in situations involving:

- Reasonable grounds to believe that there is a risk of imminent harm to you or specifically identified others and/or the abuse of children.
- Reasonable grounds to believe that a member of a regulated health profession has sexually abused a patient.
- A court order.

Counselling record:

No record of counselling is included in any academic or educational record. Although your counselling record remains the property of the University of Ottawa, you have the right to access the personal information we hold concerning you. You may also request in writing that the Counselling & Coaching Service release specific information about your counselling to individuals of your choice. We keep our client files for ten years before they are destroyed.

I agree to the Counselling & Coaching Service collecting, using and disclosing personal information about me as set out above. I acknowledge the limitations concerning confidentiality and accept those limitations.

Student _____ Date : _____
(signature)

Witness _____
(signature)