



Confidentiality

In order for you to make the best out of this service, there are several issues I would like to explain before we begin our work together. Confidentiality is one of the most important elements in human service work and Massachusetts Law provides important rights to the client. Within certain legally defined limits, all of our communications, as well as any information learned about you from another source during the time you are a participant in this service, are private and will not be released to another person or agency without your written permission. There are, however, some exceptions to this policy. Please read them carefully.

The most important exceptions are those in which there might be some danger to you or another person. If, in my judgement, I believe that you pose a threat to yourself, I am required by law to take professional action to ensure your safety. Similarly, if I believe that you might harm somebody else, I am required to warn that person or to notify authorities. Although I am not legally obligated to inform you before breaching confidentiality in these situations, I will make a reasonable effort to discuss this with you, if it seems appropriate to do so.

Another exception to the rule concerns our weekly staff meetings. During these meetings, which consist of the directors, student support staff, and tutors, cases will be discussed. The purpose of these meetings is to share ideas and expertise in order to provide students with the best possible services.

One final point about confidentiality: Cases are often discussed with faculty on an as needed basis. Most of these discussions will occur with your consent. However, there may be times when appropriate student accommodations are dependent on the timely provision of information to necessary Professors, Academic Advisors and other relevant College Officials. At these times I will use my best judgement as to what to disclose and to whom.

Thank you for reading this. Please take the time to ask me any questions that you might have.

Client Acknowledgement

My signature below indicates that I read (or had read to me) this document. I had all of my questions answered satisfactorily and choose to accept these terms.

Name _____ Date _____

SDS Service Provider _____

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