



CAREER COUNSELLING SERVICES

About Career Counselling Services and Confidentiality

Welcome to counselling at UPEI Career Services. Our professional counselling staff looks forward to working with you to help you make the changes and build the awareness in your life that you need to be successful in your career. An important part of counselling is the freedom to explore ideas, feelings and behaviour in a confidential space. What you discuss with your counsellor stays between you and the counsellor; however, there are limits you should be aware of.

- (i) **Case consultation:** counsellors do review cases with other professionals on the team—counsellors and psychiatrists who also follow the principles mentioned above;
- (ii) **Court orders and subpoenas:** when ordered by the courts, we must release files, but we will inform you should this happen;
- (iii) Legal obligation to protect **children at risk**;
- (iv) Legal obligation to act when there is a **risk of harm to self or others**.

Requirement for release of information: when the above situations do not apply, you need to sign permission before we will confirm or deny any information about your counselling, including attendance, with anyone.

Your counselling file is yours. We maintain professional responsibility to maintain it, but you may access it in collaboration with your counsellor upon request.

I have discussed the above information with my counsellor and I accept the limits of confidentiality indicated.

Client Signature: Date:

Counsellor Signature: Date: