**INFORMED CONSENT**

**I understand that my counseling sessions and personal information will remain private and confidential within the University Counseling Center (UCC) Staff except for the specific circumstances listed below under EXCEPTIONS TO CONFIDENTIALITY. I understand that my therapist may consult with UCC Staff, when appropriate, in order to provide me with the highest quality care. I further understand that while the UCC may receive information concerning me from other Nicholls State University departments, the UCC will not divulge any private and confidential information to other departments, including my status as a client. In order for the UCC to discuss any information about me with any individual or agency outside of the UCC, signed consent must be given by me. The specific limitations to confidentiality are as follows:**

**EXCEPTIONS TO CONFIDENTIALITY**

**I understand that the University Counseling Center Staff are ethically and/or legally required to reveal certain classes of information. Client information may be revealed to the appropriate authorities/individuals in the following specific situations:**

 **1. If there is evidence that the client poses a clear and imminent danger to self or others.**

1. **Suspicion or evidence of abuse or neglect of anyone under the age of 18, elderly, or person with a disability.**
2. **The University Counseling Center is ordered to do so by a court of law.**
3. **If the client signs a release of information form allowing the University Counseling Center to provide specific information regarding counseling sessions to specific parties.**

**INFORMATION REGARDING ELECTRONIC RECORD KEEPING**

**Effective January 4, 2010, client records are stored on Titanium (electronic scheduling and record-keeping software made specifically for university counseling centers). Titanium is password protected. Specified users in Titanium are set by the Director and Assistant Director of UCC with specified security levels (e.g. counselor, trainee, administrative assistant) to allow/restrict access to confidential information. UCC professional staff and graduate assistants are listed as Titanium users. Data is stored on a private wire server, which is firewalled to specified Titanium users only. A specified staff person in Computer Services maintains the server, but does not log-on to Titanium as a user.**

**By signing, I acknowldge that I have read the above statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**