



## CONFIDENTIALITY

Adult Career and Special Student Services (ACSSS) is committed to protecting our clients' right to privacy. Confidentiality means that, with few exceptions, information shared with your counselor will not be disclosed to anyone outside our office's professional staff without your written permission. Your information will have no connection to your UW–Madison employee record. Your counselor may seek consultation and supervision from other professionals within the institution. Our staff may include a graduate student intern, who is supervised by the counselor and by a member of their university department's faculty. The intern may also seek supervision from their university supervisor.

At ACSSS, we are legally and ethically bound to break confidentiality when not doing so might result in physical harm to you or another person. We are required by law to break confidentiality if we suspect abuse or neglect of a child or of an incapacitated adult. Also, in the extremely unlikely circumstance that a court orders us to release information, Wisconsin State Law requires we do so.

To ensure confidentiality, career counseling appointments include the client and the counselor. Because this is your career and educational planning time, we do not usually include other family members or friends in our sessions. If you have reason to have another person in session, please discuss this with your counselor prior to your appointment.

If you have questions about confidentiality, other ACSSS policies or procedures, or the types of services we offer, please ask us during your initial appointment.