


## Do you know your rights?

### Here are top things to know about Counselling Services Your Consent Form

#### Benefits and Risks

- ✔ Counselling Services offers a safe environment to discuss your concerns, help you understand your strengths, learn new skills and empower you to set goals and make changes.
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- ✔ It is important to know that you have many rights as a client including the right to say “pass”, “no”, and to leave the session anytime. Your counsellor will invite you to talk about the benefits and costs of making the changes you are considering. The counsellor will then support you in working on your self-selected goals.
  - ✔ You and the Counsellor have the right to end counselling whenever you choose. If this happens, your counsellor will make efforts to ensure you are supported with referrals and/or community resources.
  - ✔ Counselling is most beneficial when you are engaged and work together with your counsellor.

#### Your File

- ✔ Your basic information will be shared with Office Admin for Appointment Bookings and Data Collection purposes only.
- ✔ Your information and brief notes that summarize what you and your counsellor talk about in session will be securely stored in a cloud-based account and secured filing cabinet for at least 10 years. Ask your counsellor if you have any questions about your file.
- ✔ Saskatchewan Polytechnic counsellors work on a team and report to the Manager of Counselling Services. To ensure we offer you the best service we can, at times counsellors may or may not consult with team members or the manager about your treatment - but only the manager is allowed to see your file.
- ✔ Some of our counselling staff are working on achieving higher counselling credentials and therefore may also receive outside supervision. In this case you will be presented with a separate consent form and informed about this at your first session.



#### Confidentiality

- ✔ You have many rights to privacy. Any information you have shared with your counsellor will remain confidential as we are bound by a code of ethics and professional guidelines to maintain confidentiality.
- ✔ If we are needing to request or share information with other professionals to better support you (i.e.- Student Support Intervention teams, Accessibility counsellors, Nurse,



If you have any questions or concerns about your information and privacy at Saskatchewan Polytechnic you may contact the Privacy Office at [privacyhead@saskpolytech.ca](mailto:privacyhead@saskpolytech.ca)

Doctor or Psychiatrist), we will ask you to consent to release or obtain information. You have the right to refuse consent at that time and your wishes would be respected.

- ✔ There are times when we may need to **release your private information without a signed consent to release**. These times are when you:
  - Share, or your counsellor believes, that you are at imminent danger of harming yourself
  - Share, or your counsellor believes, that another person or being (pet or animal) is at risk for serious harm
  - Have shown behavior where Saskatchewan Polytechnic staff might suspect you may be in danger of hurting yourself or others
  - Have your file subpoenaed or requested by court of law.
- ✔ We will always strive to involve you in the process of when we need to release your private information and we are committed to only releasing the least amount of information about you to ensure the protection and dignity of yourself or others.
- ✔ Your counsellor will not approach you in public in order to protect your privacy; however, you are welcome to acknowledge them if you would like.

## Counselling with Technology



- ✔ Counselling Sessions are free and currently offered through phone and Zoom video only.
- ✔ Counsellors will do everything to ensure your privacy but cannot guarantee it. Your counsellor will discuss the pros and cons of using this type of communication. It is important to keep in mind that electronic files may be compromised, unsecured, or accessed by others.
- ✔ Counselling Sessions shall not be recorded in any way, unless agreed to in writing by mutual consent.

## Safety

- ✔ If your counsellor is worried for your safety and is unable to reach you, your emergency contact may be notified, or a 911 call may be placed.
- ✔ Your safety and security are the most important thing, but please remember that the counsellor will make every effort within privacy and confidentiality to protect you and your dignity.



**By signing or verbally consenting to the above with your counsellor, the student understands the risks and benefits and would like to proceed:**

\_\_\_\_\_  
Student First and Last Name

\_\_\_\_\_  
Signature

or Verbal Consent Provided

\_\_\_\_\_  
Counsellor Name

\_\_\_\_\_  
Date

