

ULAB CONFIDENTIALITY POLICY

Student Affairs Office

Confidentiality

The Advising and Counselling service at the University of Liberal Arts Bangladesh (ULAB) is a **confidential** service and is guided by an ethical framework. The advising and counselling staff are required to maintain strict adherence to our confidentiality and ethical framework. Staff will not discuss details of the advising and counselling sessions without the express written and verbal permission of the student.

Exceptions to Confidentiality

In exceptional circumstances we may have to disclose information but we would make every effort to do this with your knowledge and consent.

These exceptions are:

- Where there is risk of harm to yourself or others;
- If the adviser and/or counsellor is subpoenaed or summoned as a witness in a Court of Law.

Record Keeping

The factual data you give to the Service and the dates on which you attend for Counselling are stored in order to compile anonymous statistics on the use of the service. This is in order for us to evaluate the services we are providing for our students.

Your Adviser and/or Counsellor may also keep notes on your meetings to help him/her in their work with you. These are kept completely separate from the University student record system, and are stored in a secure facility. You will be assigned an anonymous number which is not associated with your Student ID. Our advisers and counsellors adhere to strict principles of anonymity in their record keeping.

Access to Records

Students have the right to access any records kept about them. This does not include information about a third party or confidential information obtained from another source, e.g. correspondence from an academic tutor or a doctor. If you would like to access to your advising and counselling records, requests need to be made to the Head of Student Affairs in writing, briefly stating your reason(s).