

STUDENT COUNSELING SERVICES

CONFIDENTIALITY POLICY



Liberty University
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(434) 582-2651

CONFIDENTIALITY

Counseling & Psychological Services (CAPS) employees/interns are entrusted with maintaining the confidentiality of those students seeking services at CAPS. CAPS is responsible for the confidentiality of student counseling and educational records. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Health Insurance Portability and Accountability Act (HIPAA), the counseling and educational record of each student is considered confidential. CAPS is responsible for declaring, implementing, and enforcing policies regarding the access to counseling and educational records.

CAPS staff with legitimate interest may have access to student counseling and educational records. Information shared in CAPS counseling sessions and subsequently recorded in a student's file are strictly confidential and will not be released without expressed, written consent in accordance with HIPAA privacy rules and restrictions outlined to protect clients seeking treatment.*

The Family Education Rights and Privacy Act of 1974 (FERPA) provides that student records maintained by physicians, psychologists, psychiatrists, or other recognized professionals and paraprofessionals are not education records. Student files do not become part of any permanent educational record at the university and remain the confidential property of CAPS.

If a student indicates the intent to share counseling information with a third party, the counselor must discuss the positive and negative consequences, actual and potential, of such a disclosure prior to the release of information. If a student is not clinically informed, a written authorization for release of information will be signed and dated.

*NOTE: Students seeking treatment for alcohol or substance abuse are protected by Federal Regulations (42 CFR Part 2), which prohibits a recipient from making any further disclosure of alcohol or substance abuse treatment information unless expressly permitted by written authorization of the person to whom it pertains or otherwise permitted by 42 CFR Part 2. These Federal Regulations also restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

In keeping with the Clery Act Federal Registered counselors will inform the persons they are c the necessary parties—e.g. Title IX and/or LU

