



Dear Student

YOUR PRIVACY AND CONFIDENTIALITY RIGHTS EXPLAINED – PLEASE READ CAREFULLY

Thank you for contacting Student Care and Equity (formerly University Counselling Service).

When accessing this service and dealing with a Health & Welfare Advisor or a Counsellor be it:

- in person;
- when completing paperwork requested by a Counsellor;
- on the telephone;
- online;

you may disclose personal information. This personal information will be handled by your Health & Welfare Advisor, Counsellor and the University as set out below.

The University of Newcastle makes every reasonable effort to protect your personal information, however please be aware that there are exceptions to this and your personal information may be disclosed:

1. With your consent;
2. Where the University of Newcastle has a legal obligation to do so;
3. If there is an immediate threat of harm to an identifiable person or persons, including yourself, that can be averted only by disclosing information;
4. When Counsellors are consulting or in the course of supervision or professional training (however in this instance your identity and the identity of other parties involved will be concealed).

The personal information you provide to the counselling service, including information supplied to online programs such as 'thedesk' and Blackboard Instant Messenger and during group programs may be held, collected, recorded, accessed, stored and disseminated by the University, for the purposes of:

1. assisting in the University's delivery of counselling services; and/or
2. research in respect of counselling services;

however your identity and the identity of other parties involved will be concealed.

I.....have read and understood the above statements.

Signature:

Date:



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA