

CONFIDENTIALITY STATEMENT

UNI Career Services

Each student or alumni client of UNI Career Services has a right to privacy. Information provided during personal or email advising is considered and treated as confidential, except in limited circumstances as described below:

1. When there is a risk of imminent harm to self or another person. The advisor has a legal and ethical duty to do whatever is necessary to protect life.
2. When a court of law orders an advisor to release information, the advisor is bound by law to adhere.
3. If a client reveals current information about abuse or neglect of minors, advisors are mandated by law to report.
4. Supervisory purposes.

Confidential and open or directory information are defined in the Family Educational Rights and Privacy Act of 1974 and Chapter 22 of the Code of Iowa. Violators of data integrity are subject to the punishments enumerated in Chapter 716A, Computer Crimes, and in Chapter 22 (22.10), Civil Enforcement, of the Code of Iowa and in university policy. As a user of university data you are subject to these policies and rules. Additionally, as a university employee, you must report violations or suspected violations of computer system/data integrity to your supervisor or to the custodian of the system/data effected.

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- I have read and understand the contents of the Career Services Confidentiality Policy.
 - I understand my responsibility to keep confidential all information received during personal or email advising.
 - I understand that should I violate this confidentiality that my employment in the Career Services Office will be terminated.

Signed _____

Date _____