

Your Rights as a Client

Information you provide during career counseling is considered and treated by Regis University Career Services as confidential, except in limited circumstances as described below. While Regis University Career Services strives to protect the privacy of career counseling communications between its career counselors and students, alumni, and other Career Services' clients, please be advised that no assurances can be made for the security or confidentiality of information sent by email transmission. Accordingly, it is important for you to decide on the mode of communication with career counselors you find most comfortable. If you prefer a more secure mode of communication with your career counselor, you are encouraged to schedule either an in-person or telephone appointment.

The following are exceptions to the confidentiality of information provided by clients in career counseling:

- A. When the client, or his or her legal representative, expressly waives confidentiality;
- B. When disclosure of confidential information is required to prevent clear and imminent danger to the client or others;
- C. When a career counselor consults with another career counselor to obtain professional information or advice to assist in serving the career development needs of the client; or
- D. When disclosure is required by law, including, but not limited to, court-ordered disclosure.

When circumstances require disclosure of confidential information, only essential information will be revealed. To the extent possible, a client will be informed before confidential information is disclosed.

The information recorded about you in the course of career counseling will be retained for three years from the date of your last appointment, and will thereafter be destroyed.

Career counselors are required to conduct themselves in a professional manner. If you have any questions, concerns, or complaints regarding the conduct of any career counselor, you may contact Diane Cooper, Dean of Students, c/o Regis University at 303-458-4086 or 1-800-388-2366, x4086.