Confidentiality Policy

As a Resident Advisor, you will undoubtedly deal with sensitive information and situations. It is essential, especially when dealing with such information and situations, that you remain professional and respectful.

**Why is confidentiality important?**

* To respect the students and staff in the SLC, and uphold their right to privacy
* To minimize rumors and misinformation among the student body
* To retain the credibility and effectiveness of the Residential Life Staff

**What information is considered confidential?**

* All substance abuse, physical health, and mental health incidents or concerns
* Information that a resident gives you during private conversations
* Information that a resident, or group of residents, gives you about another resident or group of residents
* Information that you learn about a resident from another RA
* Any items discussed in RA meetings, such as discussion about individual students
* All information in RA applications, or relating to the RA application process
* Personal information about anyone on the Residential Life staff
* If in doubt, assume that information is confidential and consult with the Assistant Director for Residential Life.

**how to share confidential information**

When possible, confidential information should be shared in person. If this is not possible, or if you are asked to document information, you may communicate confidential information through University email or Advocate. Voicemails with confidential information may only be left on your room phone provided by the University. Personal email, voicemail, and text messages may not be used to share confidential information.

**sharing Confidential Information**

Confidential information should be shared with the Assistant Dean for Residential Life and Area Coordinator for Residential Life. Most, but not all, confidential information can be shared with the rest of the RA staff. Particularly sensitive information should be relayed to the staff by the Assistant Director for Residential Life.

I have been informed, both verbally and in writing, of the Office for Residential Life Confidentiality Policy. I understand the Office for Residential Life Confidentiality Policy, and agree to abide all information outlined within this policy.

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Resident Advisor Print Date

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Resident Advisor Signature Date