



5 | Confidentiality Policy

- All data is confidential. The counsellor keeps secure and confidential records of all session notes and any psychiatric assessments either electronically or physically for one year after graduation.
- Digital access to these confidential records are available only to the assigned counsellors. Restricted view access is available to In-charge SWC for use in case of crisis.
- As a matter of policy, these records will not be shared with anyone (within or outside the Institute). If required, the counsellor will make a separate report based on these notes, which can be shared with relevant stakeholders at appropriate times.
- SWC follows the principle of shared confidentiality. Disclosure of restricted relevant information is contingent on either explicit written/verbal consent from the student or situations of self-harm, other harm or abuse.
- A copy of the reports for any psychometric assessment conducted at SWC is sent to the psychiatrist if the student is taking medication from IIT Hospital.
- A summary report will be shared with the students on request. The counsellor will discuss the assessment results with the students. The reports may be shared with external psychologists/therapists upon official written request, post discussion with the In-Charge, SWC.
- All communication, whether for continuity, referral, or information-sharing with other stakeholders, including parents, shall be documented on paper or electronically, and the records shall be maintained.