

We are committed to protecting the privacy of your personal information. This document provides an overview of the services and privacy practices of the Office of Campus Social Work (OCSW). Please discuss any questions or concerns you may have regarding this information with your social worker.

Note, if you are working with a social worker as a Respondent in the University’s sexual harassment or sex offense investigation and adjudication process, there are a couple differences outlined below regarding services and disclosures.

SERVICES AND RECORDS

	CAMPUS SOCIAL WORK	RESPONDENT SERVICES
Services Provided	<p>The Office of Campus Social Work is available to provide outreach, assessment, crisis intervention, case management, resource linkage, support, advocacy and monitoring.</p> <p>It is important to note that the Office of Campus Social Work does <u>not</u> provide therapy services.</p>	<p>Campus Social Work respondent services include help understanding your rights, navigating investigation and adjudication processes, and accompaniment to formal hearings.</p> <p>Your social worker can assist with referrals and linkage to campus and community resources, such as alternative housing, academic changes and other needs.</p>
Record Keeping	<p>Your social worker will determine what information you disclose is pertinent to supporting you and what will be documented in the office’s electronic records. Only the Office of Campus Social Work has access to these records, and only those coordinating in your care will access the information.</p>	

HOW AND WHEN WE SHARE YOUR INFORMATION

Under FERPA/IPA	<p>Information shared with the OCSW does not fall under the same confidentiality levels of a health care provider or psychotherapist. We follow the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the California Information Practices Act (IPA).</p> <p>FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):</p> <ul style="list-style-type: none"> • School officials with legitimate educational interest; • Other schools to which a student is transferring; • Specified officials for audit or evaluation purposes; • Appropriate parties in connection with financial aid to a student; • Organizations conducting certain studies for or on behalf of the school; • Accrediting organizations; • To comply with a judicial order or lawfully issued subpoena; • Appropriate officials in cases of health and safety emergencies; and • State and local authorities, within a juvenile justice system, pursuant to specific State law. <p>IPA states that an agency shall not disclose any personal information in a manner that would link the information disclosed to the individual to whom it pertains unless the information is disclosed, as follows (Civil Code § 1798.24):</p> <ul style="list-style-type: none"> • (i) Pursuant to a determination by the agency that maintains information that compelling circumstances exist that affect the health or safety of an individual, if upon the disclosure notification is transmitted to the individual to whom the information pertains at his or her last known address. Disclosure shall not be made if it is in conflict with other state or federal laws.
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With Your Consent	Outside of information shared under FERPA or IPA guidelines, or the instances described below under Limits of Privacy, your consent is required to share any of your information with other parties. We will obtain a release/exchange of information signed by you to share information with clinical providers, family members or off-campus third-parties.
For Internal Review	Social workers may share and review case information during supervision to ensure continuity and coordination of support, best practices and quality of care.

LIMITS OF PRIVACY

The following are limited instances where we may share your personal information without your written/verbal authorization for the safety and wellbeing of you or others.

Potential Danger to Yourself or Others	If you are a potential danger to yourself, a danger to others, or gravely disabled, we may contact appropriate authorities to further assess your situation. Information may be shared with your emergency contact; University officials, including the campus’ behavioral intervention team; and/or law enforcement.	
Disclosure of Abuse	In instances of observed or suspected child, elder or dependent adult abuse, we are legally mandated to contact governmental agencies responsible for investigating these types of abuse.	
	CAMPUS SOCIAL WORK	RESPONDENT SERVICES
Disclosure of SVSH, Discrimination or Harassment	Upon receiving information that a student has suffered sexual assault, relationship violence, stalking, sexual harassment, discrimination, harassment and/or retaliation, the Office of Campus Social Work is required to report this information to the University’s Title IX Officer.	Campus Social Workers working in the capacity of providing services and support to Respondents are <u>not</u> mandated reporters for sexual assault, relationship violence, sexual harassment, stalking and/or retaliation.

Withdrawing Consent: All of the above described services are voluntary and you have the right to withdraw this consent at any time by giving written notice to the Office of Campus Social Work.

Records Requests: You have the right to inspect and request a copy of your record, request an amendment and/or addendum to your record, or request that we contact you by alternate means. All records requests must be put in writing. Release of records will be based on the discretion of the Office of Campus Social Work.

Grievance Information: If you are dissatisfied, believe your privacy rights have been violated, or have any concerns regarding the services that you receive through our office, please bring this to the attention of your social worker or director Brenda Lapinid, if appropriate. You may also discuss your concerns with the associate vice chancellor for UCI Wellness, Health & Counseling Services, Dr. Marcelle Hayashida. You may file a complaint. You will not be penalized for filing a complaint.