

**Appalachian State University
Department of Social Work**

Confidentiality Form* (BSW/MSW)

Students undertaking field placements or other activities involving direct contact with clients assume professional responsibilities. These include the closest adherence to the principles of confidentiality so that the privacy of the privileged information to which students are exposed is totally safeguarded. The following statements embody social work policies designed to achieve this confidentiality:

1. Students must take initiative and responsibility for knowing NASW's *Code of Ethics* and for abiding by it.
2. Students must take initiative and responsibility for knowing the confidentiality policies of agencies in which they are placed and for abiding by them.
3. Outside of the agency, no identifying information regarding specific clients and families and other adults is to be revealed. This includes names of clients and clinical background information by which they might be identified.
4. Within a class, names of specific clients, families or adults should not be stated. A pseudonym of third person reference should be substituted. Additionally, only general information should be shared in any social work class, including the Field Seminar and subsequent assignments.
5. The classroom itself is to be considered an area of confidentiality. Clinical information and reactions of classmates is not to be discussed with anyone other than the student's Seminar Instructor.
6. No piece of written schoolwork should contain actual names of clients. Correct identifying information can be added to copies intended for agency use at the time the student is submitting the material to the agency.
7. For community or professional presentation or for written material distributed outside of a class for which it was prepared, clinical or case material must be altered so that there is no possibility that the persons involved can be identified. This includes specific details and circumstances as well as names. Students should also obtain permission from their agencies to present any information about that agency outside of their social work courses.
8. Students are personally responsible for the safety and protection of any clinical information or records they may have in their possession and should abide by agency policy regarding client files and records.
9. Students are expected to use tact and discretion when representing agencies which provide them with training experiences. Agencies provide exposure to their programs as a service to students and the Department of Social Work. If students have any concerns about their agencies or agency policies, they should only share this information with their Field Instructors, Seminar Instructors, and/or Field Director.

Student

Date

Field Instructor/Supervisor

Date

*Policies adopted from the University of North Alabama's social work program.