

### **An important note about Confidentiality....Please know that I have limits...**

I recognize the importance of confidentiality, and know that understanding how your personal information is handled is critically important to you in deciding whether or not you choose to share it with me.

Please know that **I am required to report** any disclosure of sexual violence to the University's Sexual Violence Response Coordinator, and any incident of harassment or discrimination to a University Intake Office, without necessarily identifying those involved.

I will protect your personal information and handle all records of it with care. There are, however, circumstances when I would need to share your personal information and identifying information about you, and the University would need to take action, even if you did not want to pursue the matter. These circumstances would exist if:

- I have concerns that you may be at risk of harming yourself or others;
- I am concerned there may be a risk of future violence or risk to safety in the community;
- I am required by law; for example, if my notes are subpoenaed or if I have information involving the abuse of someone under the age of 18;
- I become aware of harassment, bullying, sexual violence, or another form of violence, including domestic violence, that is occurring or has the risk of occurring in the workplace;
- Information about an incident is available in the public realm; for example, if there is information publicly posted on social media about an incident of sexual violence, discrimination, or harassment connected to McMaster University;
- there are reporting requirements of a relevant regulatory or professional licensing body; for example, if a licensed professional such as a health care practitioner or special constable is alleged to have engaged in misconduct; or
- the University is subject to legal proceedings that require the disclosure of information; in such cases, the President of the University would be consulted in deciding if such disclosure is required.