

METHOD OF WORKING

SGW – Student Guidance & Well-being



Confidentiality

All your data, documents and notes taken from meetings with you and everything you discuss will be treated confidentially. Information remains within the SGW department, unless you have given permission to share it with someone else. Only if a crisis situation is suspected (acute danger to yourself and others), we can contact someone else without permission. This also applies to the student psychologists and confidential advisor.

Secretariat SGW

To schedule an appointment with an employee of the SGW department, you can contact the secretariat. The secretariat will ask you who you are and what the purpose of your appointment will be, but there's no need to share more detailed information.



Counsellors

The counsellor makes notes during the meeting with you. Notes can be shared within the SGW department. The counsellors can discuss cases in a closed meeting with other counsellors, the (registry) Committee Personal Circumstances (CPO) and the secretariat. No information will be shared with anyone else from outside the SGW department without your permission to do so.

CPO and registry of committees

If you submit a request to the Committee Personal Circumstances (CPO), your case will be dealt with confidentially in a closed meeting. Your request can be discussed with counsellors. Your request will only be shared with anyone from outside the SGW department (f.e. study advisor) if you have given permission to do so.



Student psychologists

Everything you discuss with a student psychologist is **highly** confidential, including the notes taken from meetings with you. Student psychologists can only discuss cases in a closed meeting with other student psychologists. No information will be shared with anyone else without your permission, not even within the SGW department, unless a crisis situation is suspected.

Confidential adviser and PhD counsellor

Everything you discuss with a confidential adviser (or a PhD counsellor) is **highly** confidential, including the notes taken from meetings with you. No information will be shared with anyone else without your permission, not even within the SGW department, unless a crisis situation is suspected.

