

GEORGE MASON UNIVERSITY
ABA PRACTICUM
Confidentiality Policy

I understand that, with regard to confidentiality, the Behavior Analyst Certification Board's **Guidelines for Responsible Conduct** states the following:

2.05 Rights and Prerogatives of Clients.

(c) Permission for electronic recording of interviews is secured from clients and all other settings. Consent for different uses must be obtained specifically and separately.

2.06 Maintaining Confidentiality.

(a) Behavior analysts have a primary obligation and take reasonable precautions to respect the confidentiality of those with whom they work or consult, recognizing that confidentiality may be established by law, institutional rules, or professional or scientific relationships.

(b) Clients have a right to confidentiality. Unless it is not feasible or is contraindicated, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

(c) In order to minimize intrusions on privacy, behavior analysts include only information germane to the purpose for which the communication is made in written and oral reports, consultations, and the like.

(d) Behavior analysts discuss confidential information obtained in clinical or consulting relationships, or evaluative data concerning patients, individual or organizational clients, students, research participants, supervisees, and employees, only for appropriate scientific or professional purposes and only with persons clearly concerned with such matters.

2.07 Maintaining Records.

Behavior analysts maintain appropriate confidentiality in creating, storing, accessing, transferring, and disposing of records under their control, whether these are written, automated, or in any other medium. Behavior analysts maintain and dispose of records in accordance with applicable federal or state law or regulation, and corporate policy, and in a manner that permits compliance with the requirements of these Guidelines.

2.08 Disclosures.

(a) Behavior analysts disclose confidential information without the consent of the individual only as mandated by law, or where permitted by law for a valid purpose, such as (1) to provide needed professional services to the individual or organizational client, (2) to obtain appropriate professional consultations, (3) to protect the client or others from harm, or (4) to obtain payment for services, in which instance disclosure is limited to the minimum that is necessary to achieve the purpose.

(b) Behavior analysts also may disclose confidential information with the appropriate consent of the individual or organizational client (or of another legally authorized person on behalf of the client), unless prohibited by law.

By signing below, I indicate that I understand and accept the following:

- 1) I may only disclose information pertaining to the parties I am serving and the persons in whose sites I'm working to my supervisor and to my supervision group (in the context of group supervision), without receiving prior written authorization and having received signed receipt of that authorization from my University supervisor.

- 2) In the context of individual or group supervision, only information pertinent to the service being provided or to the graduate student's training will be discussed.
- 3) Information may be disclosed to others provided that:
 - a. It is done consistent with the graduate student's or supervisor's duty as a mandated reporter;
 - b. A family member with legal authority to do so has provided written authorization to disclose the information.
 - i. This written authorization will specify:
 1. the particular information that is to be disclosed,
 2. the party to whom the information may be disclosed (and must include the name of the party to whom the information is disclosed),
 3. the purpose for which the disclosed information may be used, and
 4. the date (no later than the end of the current semester) on which the authorization expires.
 - ii. This written authorization must be signed by a family member or other party with legal authority to give the authorization, and reviewed and signed by the student's university supervisor before the disclosure takes place.
 - iii. The student will log all disclosures on the student's log of hours, and in the record book of the party served.
- 4) I also understand these stipulations apply to all information seen, heard, or otherwise received in the context of group supervision, pertaining both to children, families, or organizations served, and to other students in the internship / practicum / group supervision.
- 5) I will refrain from disclosing information pertaining to my classmates, and the families, children, and organizations served by myself or others in the context of the internship / practicum for which I am registered, without first obtaining written authorization, as specified above, that is reviewed and approved in writing by my supervisor, except in the event of a mandated reporting event.
- 6) I understand that failure to abide by this policy would represent a violation of the Guidelines for Responsible Conduct, and may result in disciplinary action as determined appropriate by George Mason University, to include options up to expulsion from the graduate training program and / or University.

Student's Signature _____ Date _____

Received by University Supervisor

University Supervisor Signature _____ Date _____