

Confidentiality and RUReady.ND.gov

The Professional Center provides the tools needed to manage RUReady.ND.gov, the academic and career planning website. At that site, professionals can access the administrative site (generally reserved for one or two people in each school setting as it includes customization privileges), reporting, communicating and managing students. School professionals (teachers, counselors, career advisors, librarians, etc.) can gain access to the Professional Center to view and work with student accounts/portfolios if/when they are working with students. See the site administrator at your school (most often the school counselor) for the codes needed to create an account.

As with any access to student information, it is imperative that confidentiality is maintained when a professional works with the program and/or views the individual student accounts. All information contained in the accounts is considered confidential and is to be viewed on a “need to know” basis. Please review the following as a reminder prior to accessing the accounts:

- Maintain awareness and be sensitive to cultural meanings and differing views of confidentiality and privacy. How much is shared with others and even Internet privacy concerns may vary greatly between cultures.
- Access student account information only when it is beneficial to the student and share it only with the consent of the student.
- A student has the right to share their information with the parent by giving access to their account either by sharing their password or inviting them to connect with their portfolio.
- The general requirement that information be kept confidential does not apply when disclosure is required to protect students from harm or when legal requirements demand that confidential information be revealed.
- To the extent possible, students are informed before confidential information is disclosed and are involved in the disclosure decision-making process. When circumstances require the disclosure of confidential information, only essential information is revealed.
- Discuss student information with other professionals only in settings in which they can reasonably ensure privacy and only to the extent necessary to achieve the purpose of the consultation.
- Ensure that records are kept in a secure location and only authorized persons have access.
- Obtain written permission from students to disclose or transfer records to legitimate third parties (for example, a student transcript of grades and/or coursework).
- Respect the student’s right to the protection of their information, even when it is information the student willingly shares with others (for example, a student’s plans to attend a postsecondary school or the acceptance of a scholarship or other award). It is always “their information to share” unless they have otherwise given permission.

Excerpts taken from the *ACA Code of Ethics*. To view the full document, visit www.counseling.org.