Personal Intake Form

Name: (please print) ____________________________________________

Date: ___________________ Banner #: B00 ________________________

Preferred Contact #: ( ) ___________________ Can we leave a message? Y ____ N ____

Email: _______________________________________________________

Gender: ___________ Prefer not to indicate: ___________ Preferred Pronoun: ___________

Dalhousie Affiliation: (select the one that applies)

Undergraduate Student* _______ Faculty* _______ External _______
Graduate Students* _______ Staff* _______ Other _______

*Please indicate Department/ Office

Primary Reason for coming in: (select the one that applies)

Sexualized Violence _______ Accommodation _______
Personal Harassment _______ Discrimination _______
Other __________________________

Have you already accessed other resources?

☐ Counselling Services
☐ Health Services
☐ Multifaith Centre
☐ DSU Survivor Support Centre
☐ South House
☐ Dalhousie Security Services
☐ Halifax Regional Police

☐ Other: __________________________

Did you know confidential assistance by trained professionals are available to you in these areas?

For more information about the resources available at Dalhousie University please ask at Reception.

How did you hear about our services? ____________________________

All information collected on this form is for the purpose of creating an active file; all information is confidential.

Human Rights & Equity Services
MacDonald Building, 4th Floor
6300 Coburg Rd., PO BOX 15000
Halifax, NS, B3H 4R2
902-494-6672 Dal.ca/HRES
CONFIDENTIALITY AND ITS LIMITS

Any information that is disclosed by an individual meeting with a Human Rights and Equity Advisor will remain confidential and will only be accessible to other authorized employees of the University. Information may be shared with authorized employees in order to assess health and safety concerns or to manage case files as appropriate including providing accommodations, investigating a Report / Complaint, and responding to a Report / Complaint, etc. In all cases, Advisors will share the least amount of information possible.

Confidentiality does not mean anonymity. Individuals have the option of requesting anonymous disclosures, which will protect their personal identity. Anonymous disclosures will be documented and may not be actionable.

Limits of Confidentiality

There are limits to what can be held in confidence when any one of the following circumstances are assessed:

- The individual is at imminent risk of harming themselves;
- The individual is at imminent risk of harming another person;
- There are reasonable grounds to believe that others in the Dalhousie community may be at imminent risk of harm based on information that an individual has provided;
- Where there is a legal obligation to act or cooperate in an extra-University judicial processes*. Please note, release of our records to a third party could be required by court order and Advisors may be called to testify;
- Where there is a legal obligation to report to authorities (for example where Sexualized Violence was a visual depiction of sexually explicit conduct of a child under 18 years of age; where Sexualized Violence was committed against a child under 16 years of age, or where abuse by a parent / guardian is disclosed an individual under the age of 19)*

Sexualized Violence reports / disclosures: Other than as outlined in the above limits of confidentiality, the individual’s decision to report or not report a sexual assault to law enforcement shall be respected.

*Information that must be disclosed pursuant to this section will be limited to the least amount of information possible for the University to fulfill its legal obligation.

For educational purposes, Human Rights & Equity Services may discuss specific instances and their resolutions without identifying personal information or other information that may result in identifying individuals.

For reporting purposes, the University Advisor and Assistant Vice-President Equity and Inclusion may disclose general information about Disclosures / Reports / Complaints so long as all information is provided without identifying personal information or other information that may result in identifying individuals.

Individual’s name (signature) __________________________________________________________

Advisor’s name (signature) ____________________________________________________________