

## What do I say when Asks to Keep Something Confidential

If someone approaches you and says, “I need to tell you something but I want you to promise to keep it just between us or to keep it confidential.” It is important that you do not agree to keep the information private or confidential prior to hearing what they have to say. Once you are advised of the circumstances, you may have some legal obligation to make a report.

### Recommendations:

1. Assess your comfort level, if it involves a female and you are male you may want to consider having a female staff member/ co-work sit-in.
2. Call or stop by the Conflict Resolution Center located on the Pecan Campus in Building K, Office 2.300, 956-872-2180.
3. Call or stop by the Human Resources Human Resource Department at 2501 W Pecan Blvd, 956-872-4448.

### Sample statement you could use:

- I understand your concerns; however, if an incident pertains to a violation of the law or any form of harassment I am obligated to let the appropriate college official know. I would also recommend that you contact the Conflict Resolution Center located on the Pecan Campus in Building K, Office 2.300, you may call them at 956-872-2180, or you may email them at [crc@southtexascollege.edu](mailto:crc@southtexascollege.edu).
- I want to make sure you are safe, so it is important that you tell your story to the appropriate college official. Please tell me your story and I will let you know if I should or should not be keeping it confidential. You can contact the Human Resource Department at 2501 W Pecan Blvd, or by calling 956-872-4448. You can also contact the Conflict Resolution Center located on the Pecan Campus in Building K, Office 2.300, you may call them at 956-872-2180, or you may email them at [crc@southtexascollege.edu](mailto:crc@southtexascollege.edu).
- That depends on what you tell me. I want you to trust that I will do what’s appropriate and necessary with the information you give me to ensure both your safety and the safety of everyone at the college. You can contact the Human Resource Department at 2501 W Pecan Blvd, or by calling 956-872-4448. You can also contact the Conflict Resolution Center located on the Pecan Campus in Building K, Office 2.300, you may call them at 956-872-2180, or you may email them at [crc@southtexascollege.edu](mailto:crc@southtexascollege.edu).
- I will protect your confidentiality to the extent possible, but I cannot promise that your identity will not be revealed. South Texas College is committed to an environment free of all types of harassment. South Texas College needs to conduct a thorough investigation and part of that process will include discussing what happened with you directly and the person you are accusing. You may want to contact the Conflict Resolution Center located on the Pecan Campus in Building K, Office 2.300, you may call them at 956-872-2180, or you may email them at [crc@southtexascollege.edu](mailto:crc@southtexascollege.edu). You can also contact the Human Resource Department at 2501 W Pecan Blvd, or by calling 956-872-4448.