



Counselling Confidentiality and Privacy Agreement.

Confidentiality

I am collecting your name, contact and GP details for the purpose of being able to contact you during our work together. In the unlikely case of crime or serious harm to yourself or others, I may need to contact your GP or the authorities. I am collecting your medical details as I need to be aware of any relevant medical conditions or medications that may affect you during our work together. Your personal details and the content of all sessions is confidential, and these shall not be processed or shared except in the following circumstances:

- Where your consent is given for confidence to be broken.
- Where I am compelled to break confidentiality by a court of law.
- Where information disclosed during the session is of such concern that confidentiality cannot reasonably be expected to be maintained such as, in the case of serious crime, or if I have reason to believe that there is a serious risk of substantial harm to yourself or others. In this case I reserve the right to contact the appropriate authorities. I would however inform you prior to disclosure unless I consider that the urgency of the situation requires immediate action to safeguard the physical safety of yourself or others.
- In the event of any sudden illness or death I have appointed a clinical executor who would have access to your name and contact details to enable them to contact you in an emergency or if for any reason I am no longer able to work with you.

Counselling records

Counselling records and notes are confidential and are kept securely in accordance with the Data Protection Act. Records and notes are stored securely in a locked filing cabinet and compliant with GDPR regulations. Notes will be kept for a period of 5 years after counselling has ended in line with my insurance requirements in case it may become necessary to share your data in the case of legal action following a complaint, or a legal duty by court order. After this period, any notes and records will then be erased. Your contact, GP and medical details will be erased 1 month after counselling has ended. I may also store your phone number in my mobile phone which is password protected and your number will also be deleted within 1 month after counselling has ended.

Do you consent to me using your data in this way? Yes/No

Right to access and control your personal data

You have a right to access your personal data through a data subject access request, free of charge within 1 month of your request. You also have a right to transfer this data to another party.



MAPLE TREE THERAPY



You have a right to ask for information about you to be erased if it is no longer relevant to the original purpose it was collected. You can also request any inaccurate information about you to be amended. You can request a restriction on processing your personal data although this is only applicable in certain circumstances, usually for a limited time.

If you wish to withdraw your consent to my use of your data at any point please let me know in writing by letter or email, however data may need to be retained for lawful purposes in line with my insurance requirements in case it may become necessary to share your data in the case of legal action following a complaint, or a legal duty by court order.

If you have any concerns about how I have handled your data, you can complain to the Information Commissioners Office ICO @ 0303 123 1113

Client Signature

Date.....