

An Independent Service

## Confidentiality and Information Sharing Agreement

What you say in the counselling room is confidential unless there is risk of harm to you or another person. It is also a Statutory requirement that we report any potential harm to the public, including under the criteria listed below\*.

We collect and store information in line with the Data Protection Act 1998 and in line with GDPR and the guidelines of the Information Commissioners Office. Records are kept in order to manage your case professionally and safely, in line with the Framework for Good Practice of the British Association for Counselling and Psychotherapy (2015).

There may be times when there is a request for information from another service or organisation as part of Safeguarding Procedure, where there is an identified risk. By signing below you agree to comply with the above should there ever be need to disclose. Please remember you can also ask to see the counselling notes we keep, should you wish to. You may also ask for details of the policies and Acts covering information sharing, processing and storage. You are welcome to take a copy of this agreement with you.

Client’s Name ..........................................................................

Client’s Signature ..........................................................................

Date ..........................................................................

Counsellor’s Signature .....................................................................

\*There are Statutory reasons for breaking confidentiality including: acts of terrorism, acts of treason, dealing in drugs, money laundering, murder and road traffic incidents.