

Confidentiality Policy

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1. Overview

Confidentiality is a key part of the counselling relationship. It helps to create a safe space where you feel able to speak openly. This policy outlines how I protect your information, the limits of confidentiality, and what happens if those limits are reached.

2. Confidentiality in Counselling Sessions

Everything you share with me during our sessions is treated with the highest level of respect and confidentiality. This includes the content of what you say, any notes I may take, and your personal details.

3. Limits to Confidentiality

There are some situations where I may need to share information with others. These include:

- If I believe you or someone else is at serious risk of harm
- If you disclose involvement in or knowledge of certain serious crimes, such as:
 - Acts of terrorism (as required by the Terrorism Act 2000)
 - Money laundering
 - Child abuse or exploitation
- If I am legally required to disclose information, such as by court order or police investigation
- If you disclose abuse of a vulnerable adult or child, safeguarding procedures will be followed

Where possible, I will always try to speak with you before sharing any information.

4. Supervision

As part of my professional standards and BACP membership, I regularly discuss aspects of my work with a qualified clinical supervisor. These conversations help me reflect and improve the service I offer. Your identity is never revealed, and your confidentiality remains protected.

5. Record Keeping and Data Protection

- I keep brief session notes and store your contact details securely. These are password-protected (if digital) or stored in a locked cabinet (if paper-based).
- Your data is kept in line with UK GDPR and the Data Protection Act 2018.
- I retain records for seven years after our work ends, after which they are securely destroyed.
- You have the right to access, correct, or request deletion of your data at any time (unless I'm legally required to retain it).

See my full Privacy Notice for more details.

6. Emergencies and Unexpected Incapacity

In the unlikely event that I am unable to continue practising (e.g., due to illness), I have a professional will in place. A trusted colleague will securely access client records to inform you and assist with next steps, while maintaining confidentiality.

7. Confidentiality and Online Sessions

If we are working online, I take steps to ensure sessions remain private and secure, including using encrypted video platforms and secure storage for any session notes. You are also responsible for ensuring that your environment is private and free from interruptions.

8. Concerns or Complaints

If you are ever concerned about how your information has been handled, please feel free to speak with me directly. You also have the right to contact the Information Commissioner's Office (ICO) at <https://ico.org.uk> or 0303 123 1113.

9. Acknowledgement

By working with me, you are agreeing to this confidentiality policy. I will also talk it through with you in our first session and answer any questions you may have.