



## **PRIVACY STATEMENT**

Personal information is anything that would allow me or someone else to identify you or your family in some way, like your name or address.

I am committed to always being a good custodian of your personal information, handling it in a responsible manner, i.e. collecting data lawfully, keeping it securely and not sharing it with other people or agencies without permission.

I am a registered 'data controller' with the Information Commissioner's Office, this means I am bound by the provisions of the Data Protection Act 1998 (ICO registered number ZA559532) and the General Data Protection Regulation (GDPR).

I keep the minimum amount of data about you to enable me to work professionally and legally and to meet the ethical standards of the British Association of Counsellors and Psychotherapists.

### **Confidentiality:**

Session confidentiality means that whatever you or your child talk about or do in our therapeutic sessions is private, I will not discuss this with anyone other than a professional Clinical Supervisor. However, it is of course fine for you or your child/young person to talk to someone about what you do or say, if you feel you want to and you trust that person.

Your child's content of the session will remain confidential to them and myself. Themes of the sessions may be shared with you with the consent of the child/.

Sometimes in exceptional circumstances I may be required by law and ethical responsibilities to break my confidentiality with you/your child.

I would discuss this with you/your child first wherever possible but if you/your child do not give consent I may still have to share information. This could be because it relates to a situation where I feel that you or your child might be at risk of harm or of causing harm to somebody else, i.e. when I have to safeguard children, young people and adults at risk.

If I felt I needed to break confidentiality I would discuss this clearly with you, and where applicable your child, explaining what I was going to share and with whom. See also 'Legal Obligations' below.

### **How I will use your details?**

For clients seen within school settings I electronically and securely store:

- a. Your personal contact details (parent/carer name, phone number and email address) and child/young person name, age, date of birth, and only where appropriate and applicable details of medication needs, medical needs, disabilities, illnesses, injuries or additional needs,

any additional risks, any safeguarding issues, any religious requirements, are held electronically and securely, including password protection, by me.

I will use this information to contact you in relation to appointments, or for reporting the progress and results of therapeutic work to you, and for ensuring safe, and inclusive working practices.

b. Measures based on the results of questionnaires – (for work with children)

You and, where applicable, the person who referred your child for therapeutic sessions, will generally fill in questionnaires. I will use the questionnaires, (alongside speaking with you, the child and their teacher where applicable and agreed), to inform my assessment and formulation so that I can decide if this is a suitable service for your child, and if so how many sessions your child may be offered. I may also use the questionnaires after therapy has started and definitely at the end of therapy to see what changes have happened. If any reports contain your child's name, I will mark them as 'confidential' and store them electronically and securely.

c. The activities your child does during the sessions and/or notes from counselling sessions:

- I write limited, basic confidential, counselling notes on a secure laptop. These are only identified by client initial and these notes are kept securely and not shared with anyone. Personal data that identifies you/your child and your counselling notes are held separately and securely to protect your anonymity.
- Clinical information may also be used in case studies that are used to assess the quality of my work and to support my professional development. I may circulate this information more widely to help other therapists improve their practice. You, your child and family will not be able to be identified from any information used for this purpose (i.e. anonymised). You can consent to this, or not, on the Parent/Carer Consent form provided before assessment or therapeutic work is begun. Providing or withholding consent for this does not impact the therapeutic service provided.
- At times I may audio record a session, this is to support the quality of my work with the child, allows me to review and critique my work, and supports my supervision process. I delete audio recordings once I have transcribed or reviewed them, any transcripts are stored securely and anonymously. You can consent to this if you wish, or not, on the Parent/Carer Consent form provided before assessment or therapeutic work is begun. Providing or withholding consent for this does not impact the therapeutic service provided.

I keep the information for 7 years, and it is then destroyed. Any safeguarding related information is kept until the client is 25 years old, stored securely and separately from the general client file.

**Supervision:**

Counsellors are ethically bound to practice safely under the guidance of Clinical Supervision. I share my work with my Clinical Supervisor in a confidential setting but do not name clients in our meetings. My Supervision is focused on themes from sessions rather than great detail about the content of them.

Notes may be taken during the discussions between the therapist and supervisor. Client names are not used on such notes, they will be marked as confidential and stored securely.

**Your rights:**

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You have a right to access personal information that I hold about you or your child. Should you wish to discuss this do please contact me.

**Clinical Executor:**

If I become unavailable to you, I have a Clinical Will in place to safeguard your data. I have appointed a Clinical Executor who has instructions on how to contact you on my behalf if I am unable to do so. This executor is a trusted colleague who is also working under the ethical framework of the BACP.

If clients are within schools the Clinical Executor would of course liaise with the Headteacher to make arrangements for appropriate contact with clients and families.

**Legal Obligations:**

I am bound, as all adults working with vulnerable groups in Scotland are, by the relevant Child Protection and Safeguarding, Adult Safeguarding, Health and Safety and Data Protection regulations.

If you would like further details regarding any of these please contact me.

If you have any questions at all regarding any element of this information and privacy statement, please do not hesitate to contact me.

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