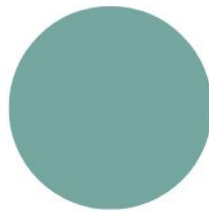




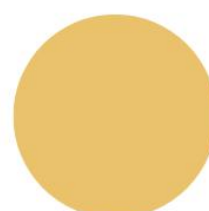
Permission to Pause Counselling and Wellbeing



Pause



Breathe



Begin

CONFIDENTIALITY POLICY

Confidentiality Policy

Commitment to Confidentiality

Confidentiality is fundamental to therapy and my practice, I aim to create a safe, respectful space for clients to speak freely, knowing their information is handled with care and integrity.

What Is Confidential

Everything shared in counselling is kept confidential, including session content, notes, and identifying information. Records are stored securely and not accessed by anyone else unless I am legally required to do so.

When I May Need to Break Confidentiality

There are a few exceptions where I may need to share information:

- If I believe there is a serious risk of harm to you or someone else
- Safeguarding concerns involving children, young people, or vulnerable adults
- When required by a court of law or legal process
- If you disclose information related to terrorism or certain criminal offences

In most cases, I will talk to you before sharing any information unless it would increase risk to you or someone else in any way.

Client Access to Records

Clients can request access to their notes at any time. Requests must be made in writing. I have 14 days within which to supply them and I would always recommend reviewing these notes together to support your understanding.

Supervision and Anonymity

I may discuss aspects of our work in clinical supervision to ensure I'm offering safe and effective therapy. Your identity is never disclosed, and the focus remains on therapeutic process and best practice.

Communication and Safety

All digital communication is secure. I use encrypted platforms (e.g., Google Meet), password-protected files, and two-factor authentication for my emails. Any sensitive emails or documents are sent with appropriate care, password protected if applicable, and I do not host client sessions in public or unsecured environments.