



Confidentiality Policy Agreement

Confidentiality

As a member of BACP I am bound by their *Ethical Framework* to protect a client's confidentiality. Therefore, everything that we discuss is confidential except in certain circumstances, which are listed below.

Confidentiality may be broken if:

- You or others are deemed to be in danger or at serious risk of being harmed. I reserve the right to break confidentiality if I think that you have become a danger to yourself or other people. I will attempt to discuss this with you and my supervisor first, but this may not always be possible.
- I am required to legally by subpoena
- If you infer involvement in or knowledge of an act of terrorism or of money laundering
- If you infer knowledge of or involvement in drugs trafficking
- If you infer knowledge of or involvement in behaviours that may, in my professional opinion, lead to harm or neglect to children and vulnerable adults.

Keep safe policy - as part of my duty of care

In certain circumstances where you may have declared a clear and definite intention to cause harm to yourself or others, or if I have reason to believe this to be true, I will encourage you to contact your GP to discuss your mental wellbeing with them and to review any current/proposed medication with your GP. I will also encourage you to reach out to support services such as the Samaritans, or your local Mental Health Crisis Team.

If I believe that you are at imminent risk of harm to yourself or others, I will contact your GP and agreed next of kin as detailed below:

GP Name:

GP Address:

GP Telephone number:

Next of kin name:

Next of kin relationship:

Next of Kin telephone number:

Next of Kin email address:

Record keeping confidentiality

As a member of BACP I am required to keep accurate and appropriate notes of our work together. I record my session notes securely on a laptop that is only used by me, and this is password protected at both the level of the individual document and the laptop itself.

Any paper documents are locked in a robust non-portable cabinet to which only I have access.

I am registered with the Information Commissioner's Office and any information that I keep is subject to the Data Protection Act 2018 (DPA 18) and United Kingdom General Data Protection Regulation UK-GDPR see Information Commissioner's Office: For more information on GDPR and how your information is used and stored please read the Balanced Life Privacy Policy which can be found on the Balanced Life Website www.balancedlifecounselling.co.uk

I have read and understood the Balanced Life Confidentiality Policy and agree to the terms stated above

Client Name

Client Signature

Date

Counsellor Name

Counsellor Signature

Date
