



H I B E R N I U M

Counselling & Psychotherapy Service OnLine

www.hiberniumtherapy.com

Data Retention Policy

General Retention Period for Counsellors and Psychotherapists:

- **Retention Period:** Client records should be retained for **7 years** after the last date of service delivery. This applies to adult clients or clients who were adults (18 or older) at the time of service.

Retention Period for Records of Children and Young People:

- **Retention Until Age 25:** Retain records until the client reaches the age of **25**.
- **Retention Until Age 26:** If the client was **17** when therapy sessions ended, retain records until they reach the age of **26**.
- **Alternative Retention Period:** Alternatively, retain records for **8 years** after their death, if they pass away before reaching the age of 25 or 26.

Special Cases Involving Investigation or Litigation:

- **Investigation or Litigation:** In cases where there is an ongoing investigation or potential litigation involving the client, it is advisable to retain the client's files as evidence.
- **Court Order Requirement:** Records can only be retained beyond the specified periods upon receiving a **court order**.