

## **Counselling Privacy Notice**

### **Age 13+**

In order for me to do my job as a Counsellor, I will need to record some information about you. It's really important that you know what this information is, what it will be used for and who (if anybody) it may be shared with. It also forms an agreement between us.



I keep short, hand-written notes on what you've talked about in your session. Keeping notes is good practice for counsellors.

It is important that you know about these notes and that you know that:

- You can ask to see them.
- You can, in certain circumstances, ask for them to be changed or deleted.
- You can ask for them to be used with another service.

It's really important that you know that:

- I don't use your name directly in the notes. I will only use a code, rather than your name.
- Anything that has your name on it, is kept separate from your notes.
- I keep the notes securely for 7 years, as this is what they do in this school, and then will securely destroy them.



To make sure I'm helping you in the best way I can, I have someone to speak to, called a supervisor. I don't mention anybody's names in supervision, but may explore how I'm working.

You have a right to confidentiality. This is really important to me. However, there are times, because I have a duty to keep you safe, that I may not be able to keep what you tell me confidential.

Times I would have to pass information on, are:

- If I had a safeguarding worry about you or someone else (under 18). The other person might be someone in school or may be a relative.

- If you tell me about something that makes me worried about a terrorist act happening, or that you or someone else is at risk of radicalisation.
- If you tell me about someone trafficking drugs.
- If I have to because the court tell me that I must.

If information did need passing on, I would try to do this with your agreement. The person that we would be most likely talk to would be Mrs Wood or Mr Hammersley as they are the school's Designated Safeguarding Leads. Before we spoke to one of them, we could talk about what we might say to them. They would also want to keep you and other people safe. They would decide the best way forward with you.

There might be other times that we choose to talk to someone else. You might want a teacher or parent to know something or I might be asked for information. If this happens, we would decide together what information you wanted sharing and how you wanted it sharing.



In the counselling room, there is a camera. The camera does not record any sound. Although it films you walking in the room, your face is blanked out when you are sat down.

Only certain people are able to look at the recordings, as it is password protected. The recordings are deleted after 16 days.

When you come for counselling, we'll agree how you want reminding about your appointment.

This might be a counselling appointment letter, a slip that tells you to come to 'The hub' or another way that we both agree on. If you forget, we'll also agree if you want someone to remind you, and how.



We'll complete some forms in counselling. The ones done on the ipad are password protected. Any completed on paper, won't have your name on them.

I am registered with the ICO (Information Commissioner's Office). If you think that I'm not looking after the information you tell me, in the safest way, you can tell the ICO.

If I think your information has been seen by other people, I will tell you within 3 days.

Before you sign the agreement, I will make sure you understand everything here. Please ask if there's anything you're not sure of.

Agreement

I understand what personal information Amber will write about me and why she does this. I also understand when Amber might have to share information with other people and that I can ask to see what she writes and, in certain situations, ask for this information to be changed or deleted.

Signed:

Name:

Date: