

As an accredited registered member of the British Association of Counsellors and Psychotherapists (BACP) I adhere strictly to their confidentiality policy. This means:

- a. actively protecting information about clients from unauthorised access or disclosure
- b. informing clients about how the use of personal data and information that they share with us will be used and who is within the circle of confidentiality, particularly with access to personally identifiable information
- c. requiring that all recipients of personally identifiable information have agreed to treat such information as confidential in accordance with any legal requirements and what has been agreed with the client at the time of disclosure
- d. informing clients about any reasonably foreseeable limitations of privacy or confidentiality in advance of our work together, for example, communications to ensure or enhance the quality of work in supervision or training, to protect a client or others from serious harm including safeguarding commitments, and when legally required or authorised to disclose
- e. taking care that all contractual requirements concerning the management and communication of client information are mutually compatible
- f. ensuring that disclosure of personally identifiable information about clients is authorised by client consent or that there is a legally and ethically recognised justification
- g. using thoroughly anonymised information about clients where this provides a practical alternative to sharing identifiable information

(BACP Ethical Framework)

Limits to confidentiality

“In exceptional circumstances, the need to safeguard our clients or others from serious harm may require us to override our commitment to making our client’s wishes and confidentiality our primary concern...” (BACP Good Practice Guide , Point 10)

Please sign below to show you have read and understood this information

..... (Name) (Date)

..... (Signature)