

## **James Field Counselling Client Data Consent**

James Field takes his legal, professional and ethical obligations to protect your confidentiality and sensitive personal data extremely seriously. James Field is a Registered Member of the BACP and is registered with the Information Commissioner's Office.

### **What data will James Field hold on you?**

James Field will hold the following personal data about you:

- Contact details including telephone number, e-mail address and home address.
- Name and address of GP
- A record of the dates of your counselling sessions.
- A record of financial transactions (will not include bank or card details)
- Copies of signed contracts and agreements
- Client notes
- E-mails and other correspondence

### **What will your data be used for?**

James Field holds your data for the sole purpose of providing an efficient, professional and safe counselling service.

### **Will your data be shared with anyone?**

James Field will never share your personal data with any third party without your consent unless any of the conditions set out below in 'Breaking Confidentiality' apply.

### **How will your data be stored?**

Your personal data will be stored electronically in spreadsheets, databases or text documents maintained solely by James Field. All data will be securely encrypted and password protected. Personal contact details will be kept separate from sensitive therapeutic notes.

Data may be stored or backed up online using 'cloud-based' services but never in an insecure, unencrypted format.

Hard copies of signed contracts and agreements will be kept in a locked receptacle and only accessible to James Field.

Your phone number and e-mail address maybe stored on a mobile communication device belonging to James Field such as a smart phone. Data will be protected using the device's security features.

### **How long will James Field hold your data?**

James Field will retain your personal and therapeutic data for a period of three years from the end of your counselling. After three years all electronic data will be securely deleted and any hard copies shredded. Your contact details will be removed from any mobile communications devices as soon as you are no longer an active client of James Field.

### **Client Notes**

Client notes are a record of the content of each counselling session and are made by the counsellor at the end of each session. Client notes will not contain any personally identifiable information.

### **Breaking Confidentiality**

James Field may share your personal data with other parties under the following circumstances:

- when you have provided explicit, written consent,
- in order to protect you or a third party from an imminent threat of serious harm.
- if compelled to do so by a court of law or other statutory authority,
- or if, during the course of therapy you disclose information pertaining to a serious crime.

Breaking client confidentiality without consent is a serious matter and will only be countenanced with due consideration of the legal and ethical implications of doing so. James Field will expect to be held accountable for any decision to break confidentiality without consent. When breaking confidentiality for the reasons set out above James Field will only share such information as is absolutely necessary.

**Supervision**

James Field attends regular supervision with a qualified and experienced counselling supervisor. Supervision is an essential part of a safe and ethical counselling practice and a requirement of ongoing professional accreditation. James Field may talk about the contents of your sessions during supervision. The supervisor will not normally know your full identity and they share the same professional, legal and ethical obligations to protect your confidentiality as James Field.

**Electronic Communication**

The security and privacy of any electronic communication between yourself and James Field can never be guaranteed. For this reason you are advised not to share any personally, sensitive information with James Field by e-mail. James Field can advise on how to set up an encrypted e-mail account if this should become necessary.

**Client access to personal data**

If you wish to see or receive a copy of any personal data held on you by James Field please submit a request in writing or by e-mail and I will contact you to discuss how this can be provided without compromising your confidentiality. Please note that James Field will not be held responsible for any subsequent breach of confidentiality that might occur if the data that is released to you is subsequently disclosed to any third party.

**Complaints**

If you have a complaint about the way your personal data has been managed by James Field please write to me detailing the details of your complaint and I will seek to resolve any issues arising. If I am unable to address your complaint to your satisfaction I recommend that you contact the Information Commissioner's Office and / or the BACP for further advice on your rights.

**Declaration**

I have read and understood how my personal data will be held and processed by James Field. James Field has discussed this with me during therapy.

**CLIENT:**

Print Name..... Date:.....

Signed.....

**COUNSELLOR:**

Print Name..... Date:.....

Signed.....