



*MB Therapy*

Person-Centred Counselling

Confidentiality

## **Client Confidentiality Policy**

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## Introduction

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I am committed to maintaining strict confidentiality in all aspects of my counselling practice. This policy explains how client information is treated and the circumstances under which confidentiality may be broken.

## What Confidentiality Means

Confidentiality means that information shared in counselling sessions, via email, telephone, or written records, will be kept private and only shared with your consent, except in specific situations as outlined below.

## Information Covered

All information shared by clients, including:

- Personal details (name, contact information, date of birth)
- Session content and counselling notes
- Assessment forms and correspondence
- Any other information disclosed during counselling

## Limits of Confidentiality

Confidentiality may be broken in the following circumstances:

- **Risk of serious harm** to yourself or others
- **Safeguarding concerns** involving children or vulnerable adults
- **Legal requirements**, such as court orders, acts of terrorism etc...
- **Supervision** – when clinical supervision is required (information is anonymised wherever possible)

## Client Consent

- Any sharing of information outside the above circumstances will only occur **with your explicit consent**.
- You have the right to decide what is shared and with whom.

## Record Keeping and Data Protection

- Client records are kept securely, both electronically and in paper form, in line with the **Data Protection Act 2018 and UK GDPR**.
- Only authorised personnel (i.e., the counsellor) have access to your records.
- Records are retained for **at least 7 years, or 7 years after a minor reaches age 18**, and then securely destroyed.

## Communication Outside of Sessions

- Any emails, texts, or phone messages are treated confidentially but may not be fully secure.
- Clients are encouraged to use secure methods of communication where possible.

## Questions or Concerns

If you have any questions or concerns about confidentiality, please discuss them with me directly. Your trust and safety are my highest priorities.