

## CONFIDENTIALITY POLICY

Name of Organisation: JK & Associates Therapy Services Ltd

Venue Address for which policy applies: All venues

Date of last review: November 5<sup>th</sup> 2020

Date of next review: November 5<sup>th</sup> 2021

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**Confidentiality:** To ensure open exploration of the concerns that have brought you to therapy, I maintain confidentiality in accordance with the British Psychological Society (BPS), the American Association of Marital and Family Therapists (AAMFT) and the National Board of Certified Counselors (NBCC). I am a registered member of the BPS, AAMFT and NCC and are bound by their Code of Ethics. I receive regular supervision in accordance with the BPS, AAMFT and NCC Code of Ethics, as well as the BACP Code of Ethics due to being LEAP registered; to provide the best possible service to you. My Supervisor also abides by the same standards for confidentiality.

Under the same Code of Ethics, I keep client records (short summaries about what happens in session). I adhere to the Data Protection Act of 1998 see [www.legislation.gov.uk/ukpga/1998/29/contents](http://www.legislation.gov.uk/ukpga/1998/29/contents).

All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without written permission, except where law requires disclosure. Likewise, you are expected to keep our communications confidential and you understand that all records of communication between client and therapist remain the property of JK & Associates Therapy Services Ltd. Verbatim material from therapy sessions remain in the client record and should never be revealed publicly unless both client and therapist agree.

**Exceptions to Confidentiality:** I must pass on any information to the relevant authorities in cases where human safety is concerned including the following cases:

1. If you threaten harm to yourself or to another person
2. If we believe a child or protected adult is at risk of harm or abuse
3. If the courts instruct us to give information
4. If you share information about a proposed act of terrorism or other illegal act

If I feel that either you or someone else is in danger or at risk of harm, I would first endeavour to discuss with you my decision for breaking confidentiality. Depending on the circumstances this may be your General Practitioner (GP) or Doctor, the individual in danger, a Social Worker and/or the Police. However, I retain the right to break confidentiality without prior consultation with you should I consider that the urgency of the situation requires me to act immediately to safeguard the physical safety of yourself or others.

### *When Disclosure Is Required By Law*

Some of the circumstances where disclosure is required by the law are: where there is a reasonable suspicion of child, dependent or elder, abuse or neglect; and where a client presents a danger to self, to others, to property, or is gravely disabled.

#### *When Disclosure May be Required*

Disclosure may be required pursuant to a legal proceeding. If you are involved in a custody dispute or if you place your mental status at issue in litigation initiated by you, the defendant may have the right to obtain the psychotherapy records and/or testimony by me. In couple and family therapy, or when different family members are seen individually, confidentiality and privilege do not apply between the couple or among family members. I will use my clinical judgment when revealing such information. I will not release records to any outside party unless I am authorised to do so by all adult family members who were part of the treatment.

#### *Harm to Self or Others*

If there is an emergency during our work together, or in the future after termination, in which I become concerned about your personal safety, the possibility of you injuring someone else, or about you receiving proper psychiatric care, I will do whatever I can within the limits of the law, to prevent you from injuring yourself or others and to ensure that you receive the proper medical care. For this purpose, I may also contact the police, hospital or an emergency contact whose name you have provided.

#### **Confidentiality of Online & Mobile Phone Communication:**

- Text messaging via mobile phone is acceptable for appointments and housekeeping issues only.
- If you call me, please be aware that unless we are both on land line phones, the conversation is not confidential.
- Any computer files referencing our communication are maintained using secure and encrypted measures if using Hushmail.
- I will not respond to personal and clinical concerns via regular email.
- If you wish to use email as a way to “journal” information between sessions, you understand that I may not have the opportunity to review your journal emails until our next scheduled session.
- You understand that emails between sessions that contain confidential information will be sent via encryption.
- I make every effort to keep all information confidential.

I encourage you to only communicate through a computer that you know is safe i.e. wherein confidentiality can be ensured. Be sure to fully exit all online counselling sessions and emails. If you used **location-based services** on your mobile phone, you may wish to be aware of the privacy issues related to using these services. If you have GPS tracking enabled on your device and applications such as Facebook, it is testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested.

**Consultation and Peer Supervision:** I consult regularly with other professionals regarding my clients; however, the client’s name or other identifying information is never disclosed. The client’s identity remains completely anonymous, and confidentiality is fully maintained. In certain cases, you, the client, may request that I share information concerning you. In these cases, I require written permission from you before I can carry out your request. I will release information to any agency/person you specify unless I conclude that releasing such information might be harmful in any way.