



RELATIONAL WELLBEING

Counselling and Psychotherapy

Client Data

All clients in a therapeutic contract with Relational Wellbeing have their personal data stored in a variety of ways. Personal data stored is:

Full name, contact phone number; emergency contact phone number; email address; physical address; GP name, address and contact details; date of birth; gender, occupation; employment status; medication and fee level. Data about partners and/or dependants include relationship length and status; age; gender and occupation

The above data (known as the client registration form) is collected and stored via hard copy format.

Client Notes – In addition to the above, I make and keep brief weekly client session notes in an online format accessible only by me. Online and phone access is password protected and known only by me. Personal data is not used or referred to in the making of client notes.

Audio Recorded Sessions – Occasionally I audio record sessions with the consent of the client usually at the start of the contract. The consent form is hard copy only and outlines the conditions of the audio contract. Personal data shown includes the name and signature of the client and is in hard copy format.

Keeping of Client Data

Client registration forms are kept securely in a locked drawer throughout the duration of the therapeutic contract (except a separate recording or 'record log' of your name and contact number which is to be accessed by a nominated person other than me, to contact you in the event of my incapacitation or death). Client registrations forms and record logs are destroyed once the therapeutic contract has ended.

Any personal data stored in an online format is kept securely under password protection known only by me throughout the duration of the therapeutic contract and is deleted once the therapeutic contract has ended. *

Audio Recorded Sessions – The hard copy consent form is kept securely in a locked drawer throughout the duration of the contract and destroyed once the therapeutic contract has ended. Each audio presentation is transferred from the recording device to online and phone and kept under the same conditions as online personal data and deleted once the therapeutic contract has ended. The recording device does not hold a copy of the audio presentation after transferring.

Client Notes – I am obliged to keep all weekly client session notes for 6 years. These are kept and maintained online under password protection known only by me and then deleted once 6 years has passed.

Each client has assigned a unique 'client code number' as a client-identifying reference in place of your name when making session notes. In order to correctly match clients to their appropriate session notes, I keep a separate online 'file key' with your full name and assigned code number together. This enables me to identify clients where the contract has long ended. This file is kept for 6 years and under additional security password protection to ensure that both the 'key' and the session notes cannot be accessed with the same password.

Confidentiality and Anonymity

My therapeutic contract with you stipulates that all sessions are confidential with the exception of the following:

- If I assess you to be at risk of harm to yourself or others
- If I assess that you are involved in or have information about others involved in terrorism
- In medical emergencies
- To fulfil legal requirements

Supervision

I share some contextual details of the therapeutic relationship with my supervisor, who is bound by the same ethical agreements as me, and only your first name is declared for the benefit of the supervisory session. My supervisor throughout the duration of our therapeutic contract keeps brief supervision notes and my supervisor knows only your first name. Only under extreme circumstances stated above, will confidentiality be broken.

I also keep a Supervisory Log in order to assess how I allocate my client load within the supervision session. It is kept online under the same protection protocol as stated above for online personal data. Only your first name appears on this log and it is kept as an on-going document throughout my contract with my supervisor and will be deleted when my supervisory relationship ends, or after 6 years, whichever is sooner.

**This document is kept hard copy only and under the conditions as stated above for hard copy document and will be destroyed once the therapeutic relationship ends. GDPR May 2018.*