

**Confidentiality Policy**

Whatever a client tells a Counsellor is confidential within the Service.

Counsellors all go to Clinical Supervision with a Specialist Counsellor and clients can be discussed there, but will only be known either by initial or first name. This is to ensure that the client receives the best quality of care and counselling. This is a requirement of the British Association of Counselling and Psychotherapy (BACP).

Other people within the Service who may need certain information include the Service Manager & Assistant Manager.

Outside the organisation we do not give out any information unless:

1. There is the risk of harm to self and/or to others.
2. The Terrorism Act (2000) requires that the counsellor disclose any belief of suspicion of acts of terrorism.
3. The Drug Trafficking Act (1986) requires the counsellor to disclose to the police  information of any individual making money through drug trafficking.
4. The Road Traffic Act (2000) requires the counsellor to provide information to the police that might identify a driver in a traffic offence. In addition, if a counsellor becomes aware that a client may be driving whilst unsafe (e.g. through epilepsy, medical condition, drug or alcohol abuse) the law requires the counsellor to pass this information to the DVLA.
5. If we receive a court order.
6. Any other person who the client requests we should inform, for example a Solicitor or Doctor.

If the Counsellor believes there are grounds for taking action, it will be discussed with the client (if reasonably possible) before any action is taken.  The Service Manager, a Clinical Supervisor, Trustee or other suitable person, will be consulted if at all possible before any action is taken.