



LIFE CONNECT

COUNSELLING

Records and Confidentiality

Counselling is a highly personal experience and it is important that you fully understand the confidentiality Life Connect Counselling provides as well as the limitations that are imposed by law.

As a client of Life Connect Counselling your personal details will be kept in a secure file. Notes will be taken after each session and are general and short in nature. **Your records** will be kept by us for seven years after the file is closed. Minor client's records will be kept for seven years after the client's 18th birthday. You have the right to look at your file at any time you wish.

All communication between you as the client and me as the Counsellor is strictly confidential and will not be related to any other person. Due to its public nature, it is impossible, though, to guarantee the same degree of confidentiality for communication via mobile phone, Skype and email, please be aware of that.

The following **exceptions** apply to confidentiality:

- a) I determine that you are a danger to yourself or someone else,
- b) You disclose abuse, neglect or exploitation of a child,
- c) I am ordered by a court to disclose information, in which case I will have to provide your case notes to the relevant authority,
- d) You direct me to release your records to a third party and
- e) I am otherwise required by law to disclose information.

As I receive supervision as part of my ongoing professional quality assurance I will at times discuss 'cases' with my supervisor in which case I will keep your identity strictly confidential.

In the case of **marriage or family counselling**, I will keep confidential (within limits cited above) anything you disclose to me without your family member's knowledge. However, I encourage open communication between family members and I reserve the right to terminate our counselling relationship if I judge the information to be detrimental to the therapeutic progress.



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Children and adolescents need to be aware that their parents have the right to request information about their children from me if they are under the age of 16.

Parents of teenagers need to be aware that from the age of 16 their child may receive confidential counselling at their own discretion and the counsellor is not required to release any information to the parents without the client's consent.

By your signature below, you indicate that you have read and understood this statement, and that any questions you had about this statement were answered to your satisfaction, and that you received a copy of this statement. By my signature, I verify the accuracy of this statement and acknowledge my commitment to conform to its details.

Client's Signature, Date

Counsellor's Signature, Date

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