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INITIAL STATEMENT OF UNDERSTANDING

Counselling / therapy assessment

The counselling and therapy provided by the service is confidential within the scope of our policies, agreements and contracts and the exceptions therein. Please ask to see a copy of the relevant policies if this is of concern. Personal information and details of sessions, etc. will always be protected.

In line with Best Practice all confidential records will be kept in a locked filing cabinet or password protected if they are kept electronically. Further details about the retention of data and our obligations can be found at the following:

The Information Commissioners Office - <http://www.ico.gov.uk/>

The British Association for Counselling and Psychotherapy – <http://www.bacp.co.uk>

I hereby give consent for counselling / therapy records and personal information to be kept.

Clients Signature:

Client Name:

Counsellors Signature:

Counsellors Name:

Date:

Client Reference: