



COUNSELLING

# PRIVACY POLICY

## SD COUNSELLING IS COMMITTED TO PROTECTING THE PRIVACY OF PERSONAL INFORMATION.

### COLLECTING AND HOLDING INFORMATION

Information is collected as part of the assessment and treatment of your presenting concerns. Photographs, films and other recordings of individuals are considered personal information, and as such are protected by privacy law in the same way as other personal information.

Information is recorded and retained in document, electronic or device format, about what happens during sessions and enables SD Counselling to provide relevant and informed psychological care. All information collected will be stored securely in accordance with the AASW Guidelines.

In accordance with the AASW practice standards, SD Counselling receives clinical supervision to ensure services provided are ethical and evidence-based therefore at times de-identified information will be shared with the clinical supervisor for this to occur.

### CONFIDENTIALITY

All personal information gathered during the provision of the psychological service will remain confidential and secure except where:

- It is subpoenaed by court.
- Failure to disclose the information would, in the reasonable belief, place you or another person at serious and imminent risk of life, health or safety, or it appears a child has been subjected to abuse or neglect.
- Your prior approval was obtained to:
  - Provide a written correspondence to another professional or agency e.g. your GP.
  - Discuss the material with another person e.g. a parent, employer.
  - Disclose the information in another way.
- You would reasonably expect your personal information to be disclosed to another professional or agency and disclosure of your personal information to that third party is for the purpose directly related to the primary purpose for which your personal information was collected.
- Disclosure is otherwise required or authorised by law.

## INFORMED CONSENT

As part of providing a psychological service to you, I consent that SD Counselling will need to collect and record personal information. I acknowledge that this information will be a necessary part of the psychological assessment and treatment that is conducted.

There may be times where, as part of the assessment and therapy process, that SD Counselling may need to liaise with other individuals or agencies that are relevant to your therapy goals (such as GP, Treating Psychiatrist, Carer, Child Safety).

I consent to SD Counselling to gain and release information from and to the following professionals:

Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

I have read and understand the Privacy Policy and acknowledge that I can withdraw or amend my consent at any time in writing to SD Counselling.

Individuals Name: \_\_\_\_\_

Parent/Carers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_