

YOUR FAMILY MATTERS PRIVACY AND CONFIDENTIALITY POLICY

We are dedicated to honouring a confidentiality agreement between the client and the consultant. It is important that this is respected in order to make the therapeutic environment a safe place. Other than the consultant, in order to maintain good quality of care and professional standards, the case may be discussed with an external clinical supervisor. In this instance, all names will be changed.

After each session, the consultant will summarise any notes they take during the session. If during treatment, you require your consultant to liaise with staff at your child's school they will only do so with your written permission, maintaining as much confidentiality as possible.

The gathering, storage, use, releases and disposal of personal information is regulated by the Data Protection Act 1998.

If during any consultation, you/your child describes something that would reasonably suggest that you/your child might cause significant harm to yourself/himself or to another person, the consultant is required to report this to the relevant authorities. Also, if the consultant has reasonable cause to believe that a child's health, welfare or safety is at serious risk, information is provided to the local authority and to the GP in accordance with the Children Scotland Act 1995.

Finally if a judge orders the disclosure of information or orders the consultant to testify, information relevant to the legal issue would be provided.

At no point will any information given about your sessions be given to another person, except in the ways described above, unless you have given your written permission.

If you have any questions about the confidentiality agreement, please discuss it with your consultant.

Please sign and return to Your Family Matters at your first appointment.

I have read the information regarding the limits to the confidentiality agreement.

I understand and agree to the limits of confidentiality.

I would like to discuss the limits of confidentiality in more detail with the consultant.

Parent/Guardian: _____

Date: _____