



CONFIDENTIALITY AGREEMENT

HARCSAC provides a confidential counselling and information service to women over 18 years of age, who reside in the county of Hertfordshire.

No information shared between HARCSAC counsellors may be shared with any person outside of the organisation with the exception of the external supervisor. This includes confidentiality after counsellors have left the organisation.

Any written details about you are confidential and are kept securely. We do collect anonymous statistical information which is collated annually for funding purposes. We do not record the content of counselling meetings. We can provide you with a copy of our Note Keeping and Destruction Policy for further information if you require.

During any face to face meeting there are two counsellors present. We do not accept individual confidences as this would limit us in seeking support and advice from our colleagues and supervisors thereby limiting the support we can provide.

We will only talk to a third party about you if you ask us to unless this principle breaches our obligations under child and vulnerable adult protection policies. These policies are available upon request.

Other than our supervisors, we will only seek advice or information from a third party with your signed consent. Wherever possible we will be guided by you to determine exactly what you wish us to say or establish with any third party on your behalf.

Breaching Confidentiality

Anything you tell us about yourself and your experiences is confidential as described above, however, HARCSAC will not be able to maintain this position in the following circumstances:

- If our counsellors have grave concerns after receiving information from you that an identifiable child/vulnerable adult is at risk of significant harm or if there is current abuse of an identifiable vulnerable person. In these circumstances we will conduct a full and open discussion with you about our intended actions to inform the authorities.
- We will continue working with you if you are prepared to work with us and the statutory organisations in stopping the abuse. If however, you are not prepared to do this, then we will terminate all counselling with you.
- If we are instructed by the courts to reveal details about you or receive a witness summons to appear in court.

From time to time HARCSAC may revise its policy on confidentiality as circumstances change. If changes are made, HARCSAC will notify and explain those revisions to all existing clients.

I agree that I have read and understood this policy.

Signed (Client)_____Date_____

Signed (Counsellor)_____Date_____