

## COUNSELLING

### GDPR Compliance

There is a law in our country which says we have to explain what we do with information we have about you. When you see a counsellor this is what we do:

- The counsellor fills out forms and writes very brief factual notes during sessions.
- You might fill out questionnaires/measures that help to monitor your mental health
- This information is private, sensitive and important and therefore it is kept safe and secured by passwords and regard as confidential.
- If it's on paper, it is locked in a filing cabinet. If it's on a computer or a smartphone I make sure that the computer or phone is password protected and each document.
- If I were extremely worried about you, I might have to share some of the information with your doctor, family member or other responsible person. If that happens, I will do my best to tell you first.
- If you want a copy of the notes, you can ask me and we'll give you a copy as long as I do not think it would be detrimental to your psychological wellbeing.
- I will keep your notes for 6 years after you have ended counselling and then will shred them.

If you have any questions about anything above, you can ask me now or in the future.

Do you understand all of this? Yes / No

Does this sound ok to you? Yes / No

Do you understand that you can change your mind? Yes / No

Is there anything else you'd like to add?

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Client Name: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Date today: \_\_\_\_\_

Counsellor's Name: \_\_\_\_\_ Counsellor's Signature: \_\_\_\_\_

Date today: \_\_\_\_\_