

## **Forest Hill School Counselling Service Confidentiality and Data Protection Policy**

### *Confidentiality*

What you tell your counsellor is confidential. This means that she will not tell other people what you talk about – it is private between you and her.

However, there are some occasions when it is not possible to keep something confidential and you need to understand and agree these with the counsellor:

- if she believes you or someone else are at risk of serious harm
- if you give your permission for someone else to know
- if a law court requests certain information (this is very rare)

If the counsellor does feel that someone else needs to know, she will always try to inform you before doing so and will discuss with you the best way of doing this.

### *Record-keeping and data protection*

To help the counsellor in her work, she will keep brief records of the sessions. These are kept safely in a locked cabinet separate from any other school records and are not seen by anyone else. They will be kept for as long as you are student at **Forest Hill** or **SFH6**, and then shredded one year after you leave. You can look at these notes with your counsellor if you wish to, but you would need to write to her to ask for this.

There is more information on this available if you wish for it and you can discuss it with your counsellor at any time.