

CONFIDENTIALITY POLICY

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Private Counselling Practice

What does confidentiality mean?

All personal information shared in counselling is kept confidential and will not be released to a third party without the client's informed and written consent, except where required or permitted by law.

What is informed and written consent?

Written consent identifies who information may be released to, what information may be released, the purpose of the release, and the length of time the consent remains in effect. Consent is voluntary and may be withdrawn at any time, subject to legal or contractual limits.

What are the limits of confidentiality?

There are rare situations where information may need to be shared for safety or legal reasons, including:

- Risk of harm to self or others.
- Suspected abuse, neglect, or exploitation of a child or vulnerable person.
- A court order, subpoena, or other legal requirement.
- Consultation or supervision for professional practice, with privacy respected.

How are records kept secure?

Client records are stored securely and access is limited to the counsellor and authorized administrative, supervisory, or professional supports as required for service delivery, all of whom are expected to maintain confidentiality.

What about information shared with third parties?

Information is only shared with third parties such as physicians, lawyers, insurers, or family members when the client has provided informed written consent, unless disclosure is required by law.

Letters, forms, and reports

Any letters, forms, or reports prepared by the counsellor may be reviewed with the client, and written authorization is required before release to a third party unless otherwise required by law.