

## **Working Together**

I hope you find this information useful. Any work undertaken using ZOOM or, if agreed, telephone is undertaken under the laws and ethical guidance of the UK.

### **Confidentiality**

What you tell me will be kept strictly confidential. I will not share any information with anyone else other than in exceptional circumstances. These are:

- Serious risk of harm to self or others.
- Current physical, emotional or sexual abuse of a child or a vulnerable adult.
- Disclosure of terrorism (requirement of the Terrorism Act 2000).
- Disclosure of drug or people trafficking
- Disclosure of money laundering
- I may be subpoenaed by a court to give evidence under oath.

I will ask you to provide details of your “next of kin” (whoever you feel it is right for you) which is someone I could contact in case of an emergency (e.g. if you become ill and/or an ambulance needs to be called when you are in your session with me). Please also see the client information sheet for details of when I would use contact details. I won’t use your details for any other purpose.

I will support you in sessions to work in ways that promote your safety and stability. If I think you need support after a session, I will discuss this with you and we can think about who you might contact and/or, in some circumstances, who I might contact. If I think there is a possibility you may be a risk to yourself or others, I will talk to you about my concerns and try to agree a way forward with you. If this isn’t possible, I will consider the risks and may need to refer you to other services without your consent.

Professional and ethical guidelines mean I must have regular clinical supervision to talk about my work with my clients to reflect on and think about the quality of my work. My consultations with my clinical supervisor/s are also confidential.

### **Your Information**

I am bound by GDPR (General Data Protection Regulation). For more information, please see the ICO website: <https://ico.org.uk/>

### **Collection and Use**

I collect and use your information in the following ways:

- To provide you with the psychotherapy service requested.
- To notify you about changes to your appointments.
- To fulfil any administrative, legal, ethical, and contractual obligations.

The personal information I hold about you and the brief notes I keep about what we talk about in your sessions are stored in a locked cupboard. Only I have access to them. I keep all the information I hold about you, including notes, for seven years after the end of therapy.

I do not share any data about you with third parties. I do not use any social media platforms including, but not limited to; Linked in, Facebook, Twitter, Instagram.

## **Your Rights**

You have the right to request a copy of any personal information I hold. You also have the right to request information held is corrected or erased. If you would like to make any such requests, please send an email to [AnnieHuntington@protonmail.com](mailto:AnnieHuntington@protonmail.com). Please note:

- I will provide hard copies of any material requested within the required 30 days. You will need to collect these and sign to say you have received them.
- You can withdraw your consent for me to hold and process your data at any time. However, should you do this whilst actively receiving a service then the service will have to end.
- If you have any concerns about the way I handle your data, please contact me at [AnnieHuntington@protonmail.com](mailto:AnnieHuntington@protonmail.com) and I will try to resolve the problem. If you think this has not been resolved effectively you have the right to contact the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).

## **Referrals and contingencies**

If I need to make a referral to another appropriate professional you will have the opportunity to opt in to authorise me to do so, or not.

Should I, for any reason, be suddenly incapacitated and unable to work, a professional colleague will take responsibility for my clients, in which case your identity will be disclosed to them. They are bound by the same professional and ethical guidelines of confidentiality.

If you fall ill during a consultation, I will call the emergency services and disclose your name and any medications you take.

## **Reports**

If you request a report for any purpose, we can discuss whether I am able to provide one and, should I agree to provide a report, there will be a charge payable based on my hourly rate (total to be confirmed depending on the report required).