

## COUNSELLING SERVICE CONTRACT

### ETHICS

The Counselling Service of the University of Wales works in accordance with the *Ethical Framework* of the British Association for Counselling and Psychotherapy and offers time-limited counselling up to a maximum of six sessions.

### INFORMATION HELD

To monitor and enhance its provision, the University's Counselling Service keeps general statistics relating to the number of people using the Service and the issues presented. These statistics do not contain information from which an individual can be identified. Counsellors usually make brief notes, which do not contain names, after each session. These records are retained securely for seven years after the client's last appointment and then disposed of confidentially. Clients have a right of access to records containing personal data and requests received under the Freedom of Information and Data Protection Acts are managed by the University's Corporate Services' Department. It can be contacted through [foi@uwtsd.ac.uk](mailto:foi@uwtsd.ac.uk) for Freedom of Information requests and through [dpa@uwtsd.ac.uk](mailto:dpa@uwtsd.ac.uk) for those relating to Data Protection. If you request a copy of a record, it may be seen by members of staff outside the Counselling Service.

### CONFIDENTIALITY

Your use of the Counselling Service and what you talk about in your sessions are both treated as confidential within the Service and are not normally disclosed to anyone else. In accordance with their professional requirements, Counsellors discuss their work regularly with an external Counselling Supervisor/Consultant and occasionally with other Counsellors.

Staff working for the Counselling Service do not provide information about clients unless:

1. You ask your Counsellor to break confidentiality because you consider that to be in your best interest.
2. There is a risk of harm to you or to someone else. The Counsellor's Duty of Care may require steps to be taken to minimise any danger. Where possible, a proposed course of action would usually be discussed with you first.
3. The Counsellor is legally compelled by a court of law, or a specific piece of legislation makes disclosure mandatory. For instance, if staff are informed about a previously unreported matter of criminal nature, the University may have an obligation to inform the relevant authorities.

Further information is available in the Counselling Service's *Confidentiality Statement*. If you have any concerns about confidentiality, please discuss those with your Counsellor.

Name: .....

Course: ..... Year: .....

Term-time address: .....

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E-mail address: ..... Telephone Number:.....

Name of G.P. and Surgery: .....

..... Surgery's Telephone Number: .....

Client's signature: .....Date: .....

Counsellor's signature: .....Date: .....