

## **SCHOOL COUNSELLING/OTHER THERAPEUTIC BASED SERVICES**

### **PRIVACY NOTICE: STUDENTS 13 - 18 YEARS OLD**

#### **Important information**

With your agreement, the school has arranged for me to provide you with counselling / other therapeutic based services. I am employed by the Brentwood Children's Society (**bccs**), which is the organisation that your school has asked to provide counselling and other therapeutic based services to its students.

It is important that you are able to trust me and you can have honest conversations with me during our sessions about you, your relationships with others and your feelings. For this reason, the detail of what we discuss during our sessions is confidential and my counselling file about you is handled securely. I will not share what you tell me with anyone outside **bccs**, except if further support is required, or if I believe there is a risk of significant harm to you or someone else, or where the law requires me to do so.

The law (General Data Protection Regulation and the Data Protection Act 2018) protects your information and gives you special rights, including the right to understand what we do with your information. This document explains to you what we (**bccs** and I) do with your information.

If you have any questions about this document or your information, please let me know. Otherwise, you are welcome to contact Catherine Munns at **bccs** by telephone on: 01268 784544 or [cmunns@bccs.org.uk](mailto:cmunns@bccs.org.uk).

#### **The information which we hold**

We hold the following information about you

- **Identity and contact information** includes your name, date of birth, gender, form/year group, school, home address, telephone number, names and contact details of key family members or carers.
- **Professional contact information** includes details of other professionals, such as a GP or social worker, who looks after you or your family.
- **Counselling information** includes information shared by you or others (such as your school) for the purposes of providing you with counselling, including notes and documents I make for your counselling file. This may include sensitive information about you.

The information which we hold comes from you, your family, your school and other professionals who may be assisting you or your family.

### **What we do with your information**

We may use your information for the purposes below:

- Provide you with counselling / other therapeutic based services.
- To organise the counselling service we provide to your school.
- Make sure that we comply with our professional and legal obligations (including being supervised).
- Take steps to ensure that you or anyone else is protected from harm or to protect your or another person's wellbeing if we believe you or others are at risk of significant harm.
- Respond to complaints or legal proceedings.

### **The lawful reasons for using your information**

We will only use your information where it is lawful for us to do so. This is when it is necessary to provide you with counselling, to organise our counselling service, to comply with a legal obligation and to keep records about the counselling service we provide.

When we use sensitive information about you (such as information about your race, religious beliefs, health), it will be where it is necessary for the purposes of providing a confidential counselling service, protecting you or anyone else from harm, complying with our professional obligations to ensure that practitioners practise safely or to deal with legal proceedings.

We do not rely upon your consent in using or holding your information for the purposes above.

### **Who we share personal information with**

We will only share your personal information where it is necessary for the purposes above. We may need to share your information as follows:

- With another professional (such as your GP or social worker looking after you or your family) when we need to communicate with them for the purposes of your counselling. We would also discuss this with you beforehand where appropriate / possible.

- With your school in order to ensure that you are protected from harm and / or your wellbeing is protected.
- Our practitioners are members of a professional organisation (such as the Health and Care Professions Council), and therefore we may need to report potential breaches of ethical principles or codes of professional conduct.
- Where we are concerned that you or anyone else may be at risk of harm, we may need to report to the Designated Safeguarding Lead in the school, the Local Authority or police in accordance with our safeguarding procedures.
- We will disclose information if we are required to do so by law, such as a court order.

On occasions, we may need to seek the advice of professionals such as our lawyers about specific issues that may arise or IT consultants to assist in the management of our computer systems for the purposes of managing our organisation.

We only share the minimum amount of information necessary for the purposes above. We do not transfer your information outside of the United Kingdom.

### **How long we keep your information**

We hold your information for a period of seven years after the end of our last counselling session or until your 21<sup>st</sup> birthday, whichever is sooner, unless there is a specific reason why it is necessary to keep your information for longer. This may be because we believe that there is a risk of harm to you or someone else or there is the possibility of legal proceedings.

### **How we protect personal information**

We make sure that your information is stored securely. When we do need to share your information for any of the reasons above, this is done securely.

### **Your information rights**

You have the right to:

- **Request access to your personal information.** You can request a copy of your personal information that we hold and information about how we use your information.
- **Request correction of the personal information** that we hold about you.
- **Request deletion of your personal information** where there is no good reason for us continuing to use it.
- **Object to processing of personal information** where you feel the impact upon your rights outweighs our interests in using this information.

- **Request restriction of processing of your personal information.** You can ask me to stop using your information for specific reasons.

These rights belong to you. Your parents or those with parental authority are not able to exercise these rights on your behalf without your specific authority. Where you have provided your authority for us to share your confidential information with your parents, we may decide not to do so if this is not within your best interests. We would always seek to discuss this issue with you first before making a decision.

These rights are limited and subject to various legal exceptions. If you make any of the requests above, we would explain to you in our response if we relied upon any of these exceptions.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) if you are concerned about the way in which we use your information. Full details can be found on the ICO's website [www.ico.org.uk](http://www.ico.org.uk). If you have any concerns, we would be grateful for a chance to deal with these before you approach the ICO.

### **Changes to this privacy notice**

We keep this privacy notice under regular review. This privacy notice was last updated on 12<sup>th</sup> September 2019.