

Student Wellbeing Service

LSE Counselling Service

Confidentiality Contract

1. The LSE Counselling Service provides a service to students and staff within the School. LSE recognises the absolute importance of confidentiality for all service users. UK law also recognises that counsellors owe a duty of confidence to the client, because of the special nature of the relationship, and that maintaining the trust and privacy of personal information is a legitimate expectation for the client. Likewise, the Ethical Framework of the British Association for Counselling and Psychotherapy (www.bacp.co.uk) and the General Data Protection Regulation require that information about clients is kept confidential within counselling services.
2. Information about all clients must be kept confidential, including names, contact details and the nature of their difficulties. All written materials, client notes, files, emails, and verbal communications must remain confidential. Information may be shared across the counselling team, covering counsellors employed at LSE and the Mental Health and Well Being Advisers.
3. Staff working in the Admin Office will often need to speak to each other and the counselling team about clients using the Service. However, the identity and all personal information about clients must remain within the Counselling Service/ Admin Office unless a counsellor has, with the consent of the client, authorized a disclosure (for example, to a Doctor or SSC). Only in the most exceptional circumstances can a counsellor decide to share information with others without the client's consent (see the service Confidentiality Policy for further details).
4. The responsibility to maintain the client's confidentiality lasts for an indefinite period.
5. If there is any doubt, advice should be sought from the Counselling Services Manager, Senior Counsellor or Head of Student Wellbeing.
6. All staff working within the SWS Admin Office are required to sign this contract. This includes all permanent staff as well as any temporary or locum staff.

Agreement

I agree to maintain the Confidentiality Contract for the LSE Counselling Service.

I understand that it is not permitted to reveal clients' names or personal circumstances outside of this service (ie to anyone apart from the SWS Admin Office and counselling team).

I accept that information about a client can only be shared outside of this service (ie to anyone apart from the SWS Admin Office and counselling team) with the permission of a counsellor or the client. If in doubt I will seek advice from the Counselling Service Manager, Senior Counsellor or Head of Student Wellbeing.

.....
Signed

.....
Name (Printed)

.....
Date