

Ethical Framework

All counsellors adhere to the British Association for Counselling and Psychotherapy Ethical Framework for Good Practice in Counselling and Psychotherapy which is available on the BACP website at www.bacp.co.uk

Security

All notes are kept securely locked.

Because they may contain sensitive personal information, counselling notes are filed anonymously and contain no reference to your name.

In line with legal requirements, this information is kept for a period of seven years. After this time notes are destroyed.

For more information
contact:

Student Counselling
Edinburgh Napier University
0131 455 2929

email: support@napier.ac.uk

web:
staff.napier.ac.uk/services/studentaffairs/studentwellbeing/Counselling/Pages/Counselling.aspx

Confidentiality And Data Protection



STUDENT COUNSELLING

Confidentiality

Student Counsellors will not pass on information about you except in the following circumstances:

- When you ask us to, or give us permission to, give information to a member of staff to help your case for special treatment.
- Where the member of staff from the counselling team would be liable to civil or criminal court procedure if the information were not disclosed.
- Where the member of staff from the counselling team believes you are in danger or will put someone else in danger.

In any of these circumstances we would normally encourage you to pass on information to the relevant person or agency yourself. Consent to disclose information will always be sought where possible. However if the situation is critical, we may pass on the information directly. **You will be required to provide the name of your doctor before you can register with us.**

Student Nurses

To comply with the Clothier and Bullock reports, Edinburgh Napier counsellors have a duty of care to the public as well as to you. Where it appears that there

may be a risk to patients, the counsellor will usually discuss this with you before taking action. However in exceptional circumstances the counsellor may pass on information, or take other action as necessary, to protect patients. More detail on this can be found in the counselling 'Duty of Care' procedure, available from Student Support Services reception.

Supervision

In line with their professional requirements counsellors may discuss counselling sessions with a supervisor external to the University. In this process the identity of the student is not revealed. The purpose of supervision is to ensure the standard of counselling is maintained and the counsellor is working ethically.

Personal Tutors/Doctor

With your permission a counsellor can liaise with, for example, your personal tutor or doctor. The counsellor will agree with you the content, purpose and nature of the communication before action is taken.

Record Keeping and Data Protection

All counsellors keep records of visits, and take brief notes of the content of counselling sessions or individual guidance sessions. At your first visit you will be asked to complete and sign a form to agree to this. If you do not wish to complete and sign the form, then the counsellor will not be able to see you.

We comply with the Data Protection Act, so your rights are protected under this legislation. For more information on this, please contact the Data Protection Officer for the University by e-mailing: **governance@napier.ac.uk**

You have a right of access to all notes kept about you. However, since the counsellors only keep brief notes, and these may contain some shorthand, you would be best to discuss this with your counsellor and arrange to see them when you can discuss things together. If your file includes a letter from a doctor or other health care professional, consent from that person must be obtained before you can be shown it. If you wish to see your file, please ask your counsellor, giving a week's notice.