

Confidentiality Disclosure Template

Template for limits to confidentiality counselling and psychotherapy practice

As a registered [registered accredited] member of ACC [insert other bodies as applicable], I work under professional code/s of ethics and practice standards.

Confidentiality is an important ethical commitment, therefore, I want you to be clear as to what I must report (disclose) to relevant authorities, and what I reserve the right to report if I have concerns about your own or another person's safety and welfare (a disclosure made in the public interest).

In some circumstances it may not be possible or appropriate to obtain your permission before I make the disclosure. In other cases, I may not be able to tell you about a disclosure, for example, if by doing so could interfere with an ongoing police investigation, or where this may give you or another person a warning as in 'a tip-off' which might prevent the course of justice.

I have a legal duty to respond to:

- court orders requesting release of records or other information shared with me in counselling/psychotherapy
- police requests for certain types of information, for example, in relation to road traffic offences

I have a legal duty to report:

- terrorism (including the prevent duty)
- drug trafficking
- money laundering
- serious crime, e.g. rape, murder

I have a duty to report for safeguarding:

- people trafficking/modern slavery
- female genital mutilation
- forced marriage

- other serious concerns relating to safeguarding of other people, especially vulnerable adults or children

Ethical to report (area of discretion)

Serious and urgent safeguarding concerns relating to clients, for example:

- imminent risk of suicide, self-harm
- serious risk of harm from another person (for example, in domestic violence), provided if in doing so it does not further increase the risk of harm to the client or their dependents
- harm and neglect of animals

Process

Where possible I will discuss with you the need for disclosure and gain your consent for sharing your personal information. In all cases, I will only share with others the minimum needed for a concern to be investigated or acted on.

When making a decision as to whether to disclose information, I will seek advice and guidance from my clinical supervisor, experienced peers as appropriate, the legal team of my insurance company and my professional body. I will not share any information with them that could identify you.