



**Gay McKinley Counselling** BA (Psych); Grad Dip Couns; JP.

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## **Privacy and Confidentiality Policy**

### **Protecting your Privacy**

Protection of your personal information is very important. I am committed to respecting your privacy and am bound by the legal requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000.

I am a registered Sole Trader ABN 80 178 591 797 and operate under the ethical standards of Psychotherapists and Counsellors Federation of Australia (PACFA).

### **Confidentiality**

The nature and content of your discussions with me is confidential. I will only speak or write to someone else about you if I have your written permission. However, there are some exceptions to this of which you need to be aware:

- If the information has been subpoenaed by a court, or
- If failure to disclose information would place you, or another person at risk of harm

If you are in any doubt about whether some information can remain confidential, you should discuss this with me in general terms before disclosing any detailed information.

In order to comply with professional and ethical requirements, and to ensure that I provide a quality service, I am required to undertake regular clinical supervision with a suitable professional and may discuss information about your sessions. In these circumstances, your name, and any other identifying details, will not be disclosed and your anonymity is assured.

### **Storage and Use of Information**

Your file will be stored in a locked filing cabinet which can only be accessed by myself. Only in a case of emergency will another counsellor have access to details that may be contained in your file. Records are required to be kept for five years, after which they must be destroyed.

Non-identifiable, summary information may be used from time to time for statistical and demographic purposes.

### **Your Access to Information about You**

You are entitled to see the information that is kept about you. You can also request a copy of that information and make any corrections to information that you can demonstrate is wrong.