

Nottingham Trent University Counselling Service Confidentiality Statement

The Counselling Service is confidential; it is independent of academic assessment procedures and no information is passed to tutors unless you request it.

On occasion the information you give to us may be shared with other members of the student support services team in order for us to be able to provide you with the best support available.

We will not pass on information about you to others outside of the student support services team without your permission, except in exceptional circumstances when there appears to be a serious risk to your own or others' safety.

In order to offer a professional service, we need to keep records in accordance with the Data Protection Act 1998. Your counsellor's notes will remain confidential within the Counselling Service, except in the unlikely event that there is a legal obligation to disclose the information.

You have the right to access your records which will be destroyed after 6 years.

The Counselling Service adheres to the [BACP \(British Association for Counselling and Psychotherapy\) Ethical Framework for Good Practice in Counselling and Psychotherapy](#).

In order to preserve confidentiality, if your counsellor sees you outside of the counselling room, they will not acknowledge you unless you initiate a greeting.