

Data Protection Act 1998

In accordance with this Act your permission is needed for us to collect and keep any personal data whether by manual or electronic means. So that your counselling or therapy runs smoothly and you can be contacted if necessary, the service needs to have certain personal details (name, address etc).

We therefore request that you sign below giving us the necessary permission to keep such data as you are willing to disclose, and for confidential records to be kept about your attendance and counselling.

- This in no way affects the confidentiality of your counselling.
- Counsellors may keep notes to ensure continuity in the counselling process but these are confidential to each individual counsellor and are securely stored.
- Wellspring collates statistical information about its work and its clients. This is used for policy making, statistical and promotional purposes. In all cases this does not identify individual clients.
- Information about the service published in the annual report is of a statistical nature and is anonymous, as is any feedback given to employers if you attend through an employee assistance scheme.

I give permission for Wellspring to keep the data I disclose and for confidential records to be kept about my attendance and counselling or therapy.

Name (please print):.....

Signature:.....

Date:.....