

## Confidentiality and Data Protection

In line with the ethics of the coaching profession, our sessions are confidential. There are however some ethical limits to this confidentiality which are outlined here:

- I receive supervision on all of my coaching work from a dual trained BACP Coaching supervisor. Our work together may be discussed but your identity will always be protected.
- In the unlikely event that you disclose information which indicates that you or another person is at risk, I will initially discuss this with you with the aim of reducing risk. However, it may prove necessary to inform another professional. I will always seek to such a step in consultation with you, and with your consent, but in an emergency, I might decide to act promptly for safety's sake. I will always consult an experienced colleague for a second opinion before doing this.
- Under certain circumstances, I am required by law to provide information about our discussions, for example relating to acts of terrorism, money laundering, harm or potential harm to a minor, or if I am subpoenaed by a court of law.
- I make a summarizing note after each coaching session. My notes are stored in a password-protected electronic form and any personal information is stored securely and safely. My notes will usually be destroyed six years after termination of our coaching work. I comply with the requirements of the UK Data Protection legislation.
- As part of the International Coaching Federation accreditation process, I will need to submit a coaching log with anonymized information regarding the number of coaching hours I have undertaken. ICF periodically conduct audits to verify applicants' coaching experience and entering into this contract, gives consent for the clients' name and email address to be supplied to the ICF if required for verification.