

A full copy of

KASP's
Confidentiality
Policy

can be obtained
from any member
of our staff

Kingdom Abuse Survivors Project
182a The Esplanade
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Fife
KY1 1RE

Tel: 01592 644217

e-mail: info@kasp.org.uk

website: www.kasp.org.uk

Opening Times:

Monday & Tuesday

9am-8pm

Wednesday & Thursday

9am-5pm

&

Friday 9am-2pm

Kingdom Abuse
Survivors Project



Information and
Confidentiality Policy

Supporting Survivors of
Childhood Sexual Abuse
In Fife



Information we hold:

At KASP we keep the following identifiable information to support our work:

- Personal and Tracking Information on a secure database.
- Evaluation data
- Referral Information
- General correspondence (letters etc)
- Case Notes—brief factual summary of each session

We also make use of the following anonymised information:

- Statistics
- Process Notes—counsellors own anonymised reflections
- Supervision Notes
- Training assignments for students
- Audio Visual data for student assessments and supervision
- Case descriptions in training delivery
- Research Data

All of our information is held and stored in accordance with the General Data Protection Regulations 2018.

We have very strict guidelines about who has access to the information we hold and the steps we take to make sure that it is secure.

Clients have the right to access their case records

The case records constitute personal and tracking information, case notes, general correspondence, completed assessment and evaluation papers and any creative materials carried out by the client.

Limitations to Confidentiality

We believe that you have the right to privacy when you bring your personal concerns to the project.

This means that we will not discuss anything about you with another person, whether it is a member of your family, a GP, a teacher, a lawyer or another worker without your written permission.

However there are certain areas where we cannot guarantee complete confidentiality. These are:

Child Protection

Information about a child who is at risk of physical, emotional or sexual abuse.

Your counsellor will discuss this with you to find the best way of taking it forward.

Road Safety

If the police ask us for specific information about someone who has committed a driving offence we must give it to them.

Terrorism

If a counsellor receives information about an act of terrorism or a plan to commit an act, they must inform the police immediately without discussing this with you.

Money Laundering

If a counsellor receives information about someone who is involved in money laundering, they must inform the police immediately, without discussing this with you.

Significant Harm and Life Threatening Situations

In situation where we believe a client may cause harm to themselves or others, we have a duty to breach confidentiality and discuss the situation with others such as health professionals or police, where appropriate. We would always strive to inform the client that this action is being taken but this is not possible in all circumstances.

Criminal Law Act 1995

This piece of legislation requires workers notes on clients to be made available if requested under subpoena during a court hearing.

This leaflet is a much shorter version of our full Confidentiality Policy.

The policy outlines in greater detail the kinds of information we hold giving descriptions of each area.

It also gives more information on who has access to the information, how we keep it secure, what information clients' have access to and how they can arrange access.

The policy is freely available to all clients.