**Confidentiality statement**

Haywards Heath College offers confidential counselling to all our students and staff. We will not share information about you unless the service has reason to believe that either you or someone else is at serious risk of harm or if we have a legal obligation to do so. At that point the service will carefully consider if confidentiality needs to be breached. We will endeavour to obtain your consent first and will involve you in the process of disclosure, unless we believe that in doing so will increase the likelihood of risk to you or someone else.

I have read and understood the Haywards Heath counselling statement

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data protection statement**

Personal information which you supply through your use of the counselling service will be used to provide counselling and to ensure the quality of service being delivered. Personal Information will be held by Chichester College Group in line with our retention schedules. The information will be kept in accordance with current data protection legislation and in line with the College data protection notice and policy which can be found on our website www.chigroup.ac.uk.

I consent to Chichester College Group using my anonymised data to inform training needs, development of services and for statistical purposes.

Yes

I have read and understood the Haywards Heath Data Protection statement

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_