

# Professional Diploma in Therapeutic Life Story Work Confidentiality Agreement

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**Between:** All Students and Student Support Workers on the Professional Diploma in Therapeutic Life Story Work

## PRINCIPLES

1. To ensure that all Students and Student Support Workers are clear about his/her roles and responsibilities in relation to the confidentiality of all issues pertaining to children and young people discussed within the PDTLSW training and connected debates and supervision
2. To ensure that all Students and Student Support Workers are accountable for their practice; Students and Student Support Workers can discuss case work and connected practice issues to their supervisors – but no record identifying the child/young person or connected individuals can be kept once the course has been completed (unless such work is commissioned by an authority, and that the authority has corporate responsibility for the child/young person and ultimately holds any such information within their confidentiality and data protection guidelines).

## CONFIDENTIALITY

In consideration of each party agreeing to disclose Confidential Information to the other party, each party agrees to keep that information confidential on the terms set out below:

1. Confidential Information: In this agreement "Confidential Information" means all information provided by one party ("Discloser"), or its employees, officers or related persons, to the other party ("Recipient"), including information provided before the date of this agreement, excluding information which is: a. required by law to be disclosed, subject to compliance with clause 3; b. publicly known other than through breach of this agreement; or c. already known by the Recipient on the date of disclosure or lawfully received by the Recipient from a third party without breach of this agreement.

2. Confidentiality: The Recipient: a. shall keep the Confidential Information confidential, and not disclose it to any other person; b. acknowledges the Confidential Information is provided solely for the Purpose of the Professional Diploma in Therapeutic Life Story Work and shall not use the Confidential Information for any other purpose; c. shall not at any time assert any rights in respect of, or contest the Discloser's ownership of, the Confidential Information; and d. shall return or destroy all Confidential Information in its possession at the Discloser's request.
  
3. Disclosure required by law: If the Recipient is required by law to disclose any Confidential Information, it will immediately notify the Discloser and fully cooperate with the Discloser to try to avoid or limit such disclosure.

Signed by Student

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Date

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