

# Confidentiality Policy for Therapy Private Practice

## Jackson Ilyas Therapy Solutions Private Practice

**Effective Date:** January 1, 2023

**Last Review Date:** January 15, 2025

---

### 1. Introduction

Confidentiality is a cornerstone of the therapeutic relationship and is essential for fostering trust between the therapist and client. At **Jackson Ilyas Therapy Solutions Private Practice**, we are committed to maintaining the highest standards of confidentiality to ensure that our clients' privacy is protected. This policy outlines how confidentiality is maintained and the limited circumstances under which it may be breached.

---

### 2. Confidentiality in Therapy

Confidentiality refers to the ethical and legal obligation of the therapist to protect the privacy of client information disclosed during therapy sessions. This includes all verbal and written communications, notes, records, and any other forms of data related to the client's treatment.

As part of our commitment to confidentiality:

- **Protected Information:** All personal information, therapeutic discussions, and clinical notes are kept confidential and stored securely.
  - **Secure Record Keeping:** All client records are stored in a safe, confidential manner, whether in physical or electronic form, in compliance with state and federal regulations (e.g., HIPAA for health information).
  - **Non-Disclosure:** Information shared in therapy will not be disclosed to any third party without the client's explicit written consent, except in the situations specified below.
- 

### 3. Limitations to Confidentiality

While maintaining confidentiality is a priority, there are some exceptions where the therapist is legally or ethically required to break confidentiality. These include:

- **Risk of Harm to Self or Others:** If a client is at risk of harming themselves (e.g., suicidal ideation or intent) or others (e.g., threats of violence), the therapist is obligated to take appropriate action to protect the safety of the client or others. This may involve breaking confidentiality to notify emergency contacts or authorities.

- **Child or Elder Abuse:** If there is suspicion of child abuse, neglect, or elder abuse, the therapist is required by law to report this information to the appropriate authorities, regardless of the client's consent.
  - **Court Orders and Legal Obligations:** If a court issues a subpoena or other legal order requiring the release of information, the therapist is obligated to comply. In such cases, the therapist will inform the client, whenever possible, prior to releasing any information.
  - **Mandatory Reporting Laws:** Therapists are mandated to report any suspected abuse or neglect of children, elders, or dependent adults, even if the client does not consent to such disclosure.
  - **Insurance and Billing Purposes:** In certain cases, information may need to be disclosed to health insurance companies, billing agencies, or other third parties for payment purposes. This will only occur with the client's consent, and the minimum necessary information will be shared to process payments.
  - **Supervision or Consultation:** Therapists may discuss cases with their supervisors or consult with other professionals to ensure that they provide the best possible care. In such instances, the therapist will ensure that identifying information is kept to a minimum, and only relevant information will be shared. The therapist will maintain confidentiality in these professional discussions.
- 

#### 4. Client Consent for Disclosure

- **Written Consent:** Except in the situations outlined above, the therapist will not disclose any information about the client without their **written consent**. This includes any communication with family members, other healthcare providers, or legal representatives.
  - **Authorization for Release of Information:** If a client requests that their information be shared with another person or organization (e.g., a physician, school, or attorney), the therapist will ask the client to complete a **Release of Information** form that outlines who will receive the information and the specific details that will be shared.
  - **Revocation of Consent:** Clients have the right to revoke their consent for the release of information at any time. However, revocation does not apply to any disclosures made prior to the revocation.
- 

#### 5. Client Rights Regarding Confidentiality

- **Right to Privacy:** Clients have the right to keep their personal and sensitive information private. The therapist will make every effort to protect confidentiality in all aspects of the therapeutic process.
- **Right to Access Records:** Clients have the right to access their treatment records. Requests to access records must be made in writing, and the therapist will provide access in accordance with relevant laws and regulations, such as HIPAA.
- **Right to Limit Disclosure:** Clients may specify restrictions or limitations on the sharing of their information. These requests will be honored within the scope of the law.

---

## 6. Communication and Secure Technology

- **Digital Communication:** Communication via text, email, or other digital methods is not entirely secure, and while reasonable precautions are taken, clients should be aware that there are inherent risks in transmitting sensitive information electronically.
- **Telehealth Sessions:** For remote therapy sessions, secure and encrypted video platforms will be used to ensure privacy. Clients will be informed about the technological requirements and the risks of telehealth therapy.

---

## 7. Therapist's Duty to Protect Confidentiality

The therapist has a professional and ethical obligation to protect client confidentiality in all aspects of their work. The therapist will:

- Store and dispose of client records securely.
- Limit access to client information within the practice to authorized personnel only.
- Inform clients of their rights regarding confidentiality and the limitations of confidentiality at the outset of therapy.
- Maintain confidentiality during all aspects of therapy, including phone calls, emails, and written records.

---

## 8. Termination of Therapy and Confidentiality

Upon termination of therapy, whether by the client or therapist, confidentiality will still be upheld for any information shared during treatment. Client records will be kept in accordance with legal and professional guidelines, and the therapist will retain them for the legally required period.

---

## 9. Acknowledgment of Confidentiality Policy

Both the therapist and the client acknowledge understanding and agreement with this **Confidentiality Policy**. The therapist will answer any questions the client has regarding confidentiality and provide further clarification as needed.

---

**Client's Name:** \_\_\_\_\_

**Client's Signature:** \_\_\_\_\_

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

**Therapist's Name:** \_\_\_\_\_

**Therapist's Signature:** \_\_\_\_\_

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

---

## **Conclusion**

Confidentiality is essential in establishing a trusting therapeutic relationship. At **Jackson Ilyas Therapy Solutions Private Practice**, we are committed to protecting our clients' privacy while adhering to the ethical and legal obligations set forth by state and federal laws. Clients can trust that their information will be treated with the utmost respect, and we will only disclose information when legally required or with explicit written consent from the client.