

## Steps to Wellbeing Information

Steps to Wellbeing helps people with anxiety and depression. This is sometimes described as feeling sad or worrying a lot.

There are lots of teams like Steps to Wellbeing in other towns and cities which offer the same help.

### **What information do we collect?**

All of these teams have to send information to the Department of Health.

This is so that everyone gets good care and treatment.

The information we send is confidential and anonymous. This means that it is private. It does not have your personal information on it like your name or address.

We send information like:

- Who had help from us (for example men, women, age, ethnicity)
- What kind of therapy people had
- If the therapy worked
- How many appointments people had
- How long people had to wait to be seen

If you do not want your information to be sent to the Department of Health, you can tell your therapist. This will not affect the help you get.

## Keeping information safe

Information about you and your treatment is stored safely on the computer. We keep all of your information safe and private. We follow the Data Protection Act (1998), the Health and Social Care Act (2012) and the NHS Care Record Guide.

## Treatment and confidentiality agreement

This is an information sheet.

It tells you about what we do with your information.

It also tells you about the rules around the help you get and how we keep things private.

## Treatment

Treatment is another word for help.

People who come to all their appointments do the best.

Treatment involves you and the therapist working together. You might agree to do some work in your own time, like homework.

It is important that you do the homework. People who complete the homework do the best.

When you come to appointments, you need to fill out a questionnaire. Steps to Wellbeing give these questions to everyone that they see.



Please arrive 10 minutes before your appointments so you can fill them out.

We understand sometimes you might need to cancel an appointment. You should call us on 0800 484 0500 as soon as possible.

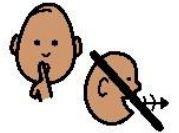


This means we could offer the appointment to someone else.

If you cancel lots of appointments or do not turn up, we might not be able to see you anymore.

## Confidentiality

All the information you give us is kept safe and private at Steps to Wellbeing. This is called confidentiality.



Your therapist will make notes about you in each appointment. These are kept in an electronic file on a computer. Letters and reports will also be stored there. Only Steps to Wellbeing can see these.

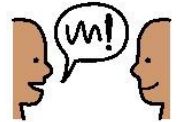


The things you talk about in appointments are private between you and your therapist.

However, your therapist will have to share information with other professionals sometimes. For example, with your GP or the person who asked us to see you.

Your therapist might ask you if it is okay to share information with other professionals who help you too.

All therapists have supervision. This means they talk to another therapist about the people they are helping. This is to make sure they are doing the best work they can.



There are some situations where a therapist might break confidentiality. These are:

- If the law has been broken
- If your therapist is worried that you might hurt yourself
- If your therapist is worried you might hurt someone else
- If your therapist is worried that a child or vulnerable person is at risk of harm
- If the courts ask for your records



If you need any more help understanding confidentiality or have any questions, please ask your therapist or call 0300 1231120.

## Children

Steps to Wellbeing ask everyone they see if they have any children younger than 18 years old.

If you have a child, please fill this out:

Name of child	Child's birthday	Child's address

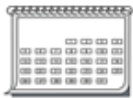
Please sign here if you have read and understood this information sheet.



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



Signature: \_\_\_\_\_



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

Would you like a copy of all letters and reports about you from Steps to Wellbeing?



YES

NO