HS22 – Counselling and Psychotherapy Client Files

These records relate to the provision of services to persons seeking psychotherapy and counselling.

This records class is a Personal Information Bank.

Content & Scope
The records include a description of any presenting problem and of any history relevant to the problem, psychological assessment records, diagnoses; goals and treatment plans; notes on counselling sessions; referrals; correspondence; reports; information related to crisis or critical incidents; and payment records.

Responsible Unit
Counselling Services; Centre for Mental Health Research

Information Steward
- Associate Provost, Students, for Counselling Services records.
- Dean of the Faculty of Arts, for Centre for Mental Health Research records.

Privacy Classification
Highly Restricted

Retention
Unless otherwise required by law, 10 years after last contact or or 10 years after 18th birthday for clients under 18 at the time of last contact

Note: Audio- or video-recordings of counselling sessions are securely destroyed as soon as requirements related to supervision of interns and other trainees have been satisfied.

Disposition
Secure Destruction

Authority
University of Waterloo Act, 1972; Psychology Act; Regulated Health Professions Act; College of Psychologists of Ontario Standards of Professional Conduct, section 9

Retention Rationale
The retention period is based on The College of Psychologists of Ontario Standards of Professional Conduct, Section 9.4.

Approval Date(s)
December 19, 2011