

VENTURE TRUST OUTDOOR THERAPY SERVICE

Thank you for your referral. Please read this document carefully before confirming that you understand and are happy with the terms related to submitting this referral form. If you are submitting this form on behalf of someone else, please confirm that they are aware of the following.

The client understands the following:

Record Keeping and Data Protection

I understand that the Venture Trust Outdoor Therapy Service may keep written, or online records with my data. This includes notes related to therapy sessions or assessment process, or records from the referral process (which may be received via self-referral or referral partner). Additionally, the service may store notes on any other meetings related to the therapy, such as group therapy sessions. These records are used to be able to work safely and effectively with the client.

I understand that:

- All records are securely stored, physical records are kept in a locked filing system and digital records are end-to-end encrypted.
- These records will only be accessed by Venture Trust staff or shared with others under the circumstances described in the “Confidentiality” section.
- Venture Trust will hold personal information about me as electronic and paper records to deliver their services. This information will be used and updated throughout my engagement with Venture Trust and may be held for up to 7 years after which it will be securely disposed of.
- This information may also be used anonymously for funding, reporting, monitoring, and evaluation purposes.
- Venture Trust will contact me for explicit permission to use my information if I can be identified from it.
- I agree that Venture Trust can contact me and my referral agent or other relevant people, for monitoring purposes for up to 18 months after ending with the service.
- I understand that my information will not be passed to any organisation other than for the purposes described above.

Furthermore, I understand that:

- I have a right to access and review all information and records about me.
- I have a right to rectify, erase or restrict the processing of my data, as well as to request a transfer of data.
- I can exercise these rights and no payment is needed. To do this I need to make a request to Venture Trust via email or in writing. Venture Trust has one month to respond to my request.

The way Venture Trust uses, stores and shares information complies with the Data Protection Act 2018.

Data Collection

I understand that:

- I will receive regular questionnaires that will ask me questions about my wellbeing (CORE-OM, CORE - 10 or YP - CORE), about my nature-connectedness (NR6) and feedback on my therapist (SRS).
- I understand that if I fill these questionnaires in that the data in them will be collected and used anonymously to evaluate the effectiveness of the service. This anonymous data may also be published in reports, journals etc.
- This data will be stored as outlined above.
- I am aware that I can receive support to fill these in.
- I am aware that I can opt out of filling these in at any time.

Confidentiality

I understand that information about me is kept confidentiality, but that this may be broken if required legally or should it be considered that I pose a significant risk to myself or to others. I also understand that should I disclose sensitive information related to child protection issues, that confidentiality and anonymity can be broken. Should this arise, I understand that my counsellor will make every effort to discuss the matter with me, so that informed decisions and actions are taken.

These are the circumstances when confidentiality may be broken:

- If I, or someone else, is at risk of significant harm.
- If I am a child, if there is a concern around my wellbeing.
- If a court of law orders the release of details.
- If any criminal act has been or is about to be committed by the client or others.
- In the event of a complaint or possible case of slander or libel against the therapist.
- Agreed notes may be taken to supervision, where anonymity will be preserved.
- Examples of work may be used for training purposes; however, we will seek prior permission and anonymity will be maintained.

Assumption of Risk

- As a client, I am aware that my engagement with Venture Trust Outdoor Therapy Service is voluntary, and that participating in sessions in outdoor environments may expose me to risk of injury. I will pay attention to safety advice and be responsible for my own actions.
- I agree that if, because of any medical condition, I am unable to give my consent to necessary medical or dental treatment, Venture Trust staff may give consent on my behalf. For example, if you have fallen unconscious and need immediate medical attention, Venture Trust staff agree to this.

Consent

I understand that by ticking to indicate my consent and clicking the 'Send' button I'm confirming my understanding of, and agreement with the terms above. Or I am confirming that the client, on whose behalf I am submitting the form, understands the terms outlined above.