



## **Children, Young People, and Vulnerable Clients**

Where services are provided to children, young people, or adults who may be vulnerable, Hook Hypnotherapy Practice (HHP) will take additional care to protect their privacy, safety, and wellbeing.

Personal data relating to children, young people or vulnerable individuals will only be collected and used where necessary to provide the service, support safeguarding responsibilities, maintain appropriate professional records or comply with legal obligations.

Where required, appropriate consent from a parent, guardian, or person with parental responsibility will be obtained before providing services to a child, young person or vulnerable adult. The age, maturity, understanding, and best interests of the child, young person or vulnerable adult will also be taken into consideration when involving them in decisions about their information.

Children, young people and vulnerable adults will be supported, where appropriate, to understand:

- what information is collected
- why it is collected
- how it is used
- when information may need to be shared

Session notes and records relating to children, young people or vulnerable clients are stored securely and handled in the same confidential manner as all client information.

Confidentiality will be respected; however, confidentiality cannot be guaranteed where there is a concern about:

- risk of significant harm to the client or another person
- safeguarding concerns
- abuse, neglect, or exploitation
- a legal requirement to disclose information



In these circumstances, information may be shared with appropriate professionals or organisations, such as safeguarding teams, healthcare professionals, emergency services, or other relevant authorities. Only information necessary for the purpose of protecting safety or meeting legal obligations will be disclosed.

Where information is shared, the reason for sharing, and the information disclosed, will be documented.

Parents, guardians, or those with parental responsibility may request access to records relating to a child, young person or vulnerable adult, subject to applicable data protection law and consideration of the rights, confidentiality, and best interests of the individual concerned.

Records relating to children, young people and vulnerable clients will be retained and securely deleted in accordance with the retention periods set out in this Privacy Policy