



BeeMe Therapy Privacy Policy

BeeMe Therapy is committed to protecting your privacy and ensuring a safe, trusting therapeutic environment. This Privacy Policy outlines how we collect, use, store, and share personal information in accordance with the Privacy Act 1988 (Cth), Health Records Act, and relevant Western Australian legislation, including the Children and Community Services Act 2004 (WA).

1. Purpose

This Privacy Policy explains how BeeMe Therapy safeguards your child's privacy and the circumstances under which information may be shared. Our priority is your child's safety and well-being.

2. Confidentiality Commitment

- All information shared during therapy sessions (including discussions, assessments, progress notes, and records) is kept strictly confidential.
- Session content will not be disclosed to anyone without appropriate consent.
- Records are stored securely in line with privacy legislation.
- Staff members are bound by professional codes of ethics and legal obligations regarding confidentiality.
- Information is only shared as outlined in this policy.

3. Information Sharing with Parents/Guardians

- For clients under 18 years of age, we believe therapy is most effective when young people feel safe to speak openly.
- General progress updates may be provided to parents/guardians.
- Specific session content may remain confidential to encourage open communication.



- Your child will be informed about what information is shared with parents/guardians.
- We encourage family involvement while respecting your child's privacy.
- We will discuss with your child what information they are comfortable sharing with you, striving to balance your right to be informed with your child's need for privacy.

4. Mandatory Disclosure of Information

Confidentiality must be breached in the following circumstances:

- **Risk of Harm to Self:** If your child expresses serious suicidal thoughts or intent, engages in self-harming behavior that poses significant risk, or is at immediate risk of serious physical or psychological harm.
- **Risk of Harm to Others:** If your child poses a serious threat to the safety of another person, discloses intent to harm another individual, or presents a danger to the community.
- **Child Protection Concerns:** If there is a reasonable belief that your child is experiencing or at risk of abuse (physical, sexual, emotional, or neglect), or has disclosed abuse of another child. BeeMe Therapy is legally obligated under Western Australian law to report suspected child abuse to the Department of Communities – Child Protection and Family Support.
- **Court Orders and Legal Requirements:** If required by court subpoena, court order, legislation, or regulation.

5. Permitted Disclosure with Consent

With appropriate written consent, information may be shared with:

- General Practitioners (GPs)
- Schools and teachers
- Psychiatrists or other medical professionals
- Allied health providers involved in your child's care



- Case managers or support coordinators

Separate consent forms will be provided for each disclosure. You and/or your child (where age-appropriate) will be informed about what information will be shared. Consent can be withdrawn at any time.

6. Professional Consultation and Supervision

To ensure quality care, your child's therapist may discuss cases (without identifying information) with:

- Clinical supervisors for professional development
- Other BeeMe Therapy team members for case consultation
- External professionals for clinical advice when necessary

All professionals involved are bound by the same confidentiality obligations.

7. Emergency Situations

In emergencies involving immediate risk of serious harm:

- Emergency services (Police, Ambulance) may be contacted.
- Parents/guardians will be notified immediately.
- Relevant information will be shared to ensure safety.
- All actions taken will be documented and explained to you and your child.

8. Young Person's Rights

Your child has the right to:

- Understand what confidentiality means.
- Know when information will be shared.
- Be involved in decisions about information sharing (where age-appropriate).



- Ask questions about privacy and confidentiality at any time.

9. Record Keeping and Storage

- All records are kept for a minimum of 7 years as required by law.
- Records are stored securely and accessed only with restricted permissions via the professional practice management system Zanda.
- Session notes are recorded using NovoNote and stored securely with restricted access.
- Electronic records are password-protected and encrypted.

10. Your Responsibilities

To support confidentiality:

- Attend sessions in private spaces where possible.
- Inform us of any changes to contact details.
- Discuss any confidentiality concerns with your therapist.
- Respect that some session content may remain private between the therapist and the child.

11. Questions and Concerns

If you have any questions or concerns about confidentiality or privacy, please discuss these with your therapist at any time. BeeMe Therapy is committed to transparency and will explain decisions regarding information sharing.

12. Contact Details

BeeMe Therapy Contact Details:

- Phone: 0401 013 828
- Email: beemetherapy01@gmail.com



This Privacy Policy outlines your rights and responsibilities and sets out how BeeMe Therapy will protect your privacy and confidentiality. By using our services, you acknowledge and consent to the terms of this Privacy Policy.