

## Policy on Audio/Video Recording of Therapy Sessions and Sharing Recordings with Clients

### 1. Purpose

This policy outlines the procedures and principles for recording therapy sessions and sharing those recordings with clients in the context of training, supervision, and reflective practice. It ensures ethical standards, complies with data protection regulations, and safeguards both clients and therapists.

### 2. Consent to Recording

- **Informed, written consent** must be obtained from the client **before** recording any session.
- The purpose of the recording must be clearly explained, including:
  - That it is for **training and supervision** purposes.
  - How and where will the recording be stored?
  - Who will access the recording (e.g., supervisor, course tutor).
- Clients must be aware that participation in recorded sessions is entirely voluntary and will not affect the quality or availability of their therapy.

### 3. Storage and Access

- All recordings must be stored **securely and encrypted** in cloud storage, physical devices, or institutional servers.
- Access is limited to the therapist, supervisor, and training personnel as needed.
- Recordings must be deleted once they are no longer required for the stated purpose and within any timeframe set by the training institution's data retention policy.

### 4. Client Requests for Access

Clients may request access to recordings that they feature. The decision to share a recording is at the discretion of the therapist, supervisor, and/or training organisation, based on the following considerations:

- Whether sharing is consistent with the **original consent agreement**.
- Whether sharing the recording is **clinically appropriate** and in the client's best interest.
- Whether it is **legally permissible**, considering data protection exemptions for education and training.

## 5. Conditions for Sharing Recordings with Clients

If a recording is shared with a client, the following conditions must be agreed to in writing before the recording is released:

1. The recording is **for personal use only** and **must not be shared**, copied, or distributed to others (including on social media or file-sharing platforms).
2. The client agrees to **store the recording securely**, using password-protected devices or encrypted storage.
3. The client acknowledges that the recording is the **intellectual property of the therapist or training provider**, and access is permitted solely as part of the therapeutic relationship.

## 6. Ethical and Relational Considerations

Therapists must consider the potential impact of sharing recordings on the therapeutic relationship.

Discussion with a supervisor is advised in all cases where a client requests access.

Factors to consider include:

- The client's motivation for requesting the recording.
- There is a potential for misunderstanding or distress when hearing oneself or the therapist.
- The developmental stage of the trainee therapist and the potential vulnerability of their early work are being scrutinised.

## 7. Breach of Agreement

If a client is found to have shared or misused a recording, this may lead to the withdrawal of access and, depending on the circumstances, the termination of therapy. Any breach will be treated seriously, with appropriate follow-up.

## 8. Review of Policy

This policy will be reviewed annually or in response to relevant legislation, ethical guidance, or institutional procedure changes.

**Date of Last Review:** [25 March 2025]

**Approved by:** [Rory Singer/Director]