

COSCA GUIDELINES FOR DATA RECORDING: USE AND STORAGE OF TAPES, DISCS & ELECTRONIC MATERIAL

These guidelines relate to the permission, access, storage and disposal of audio/visual data collated on tapes/discs, pen drive, memory stick or electronic recording devices, hereafter called 'data', created of counselling practice for training or supervision purposes.

Generally, data will be used only for the purposes for training, assessment or supervision of the student or counsellor by a bona fide organisation and that it will be destroyed immediately after this purpose has been completed. More specifically,

Use: The data will be used only for the purpose of assessment or supervision of the student or counsellor by a bona fide organisation and will not be copied onto hard drives or uploaded to the website, etc.

Consent: Before any recording is made, the interviewee/client will have given informed consent and signed an authorisation form, permitting the recording and its further use. They should be given a copy of the authorisation form. The interviewee/client has the right to change their mind prior to the making of the recording and if necessary, withdraw from the recording.

Copying: Once completed, no copies of the data will be made.

Ownership: The ownership of the property remains with the counsellor/practitioner or the organisation providing the counselling/support/training. The interviewee/client does *not* have ownership of the data.

Storage: The interviewee/client is aware and confident of the measures in place to keep the data secure. Tapes/discs will be held in secure storage facilities whilst not in use. Practitioners are responsible for tapes/discs while in their possession; the electronic material will be secure at all times.

Naming & Identification: All tapes/discs should be dated and clearly labelled; electronic data will be named, both methods should not identify the interviewee/client.

Access: It is important that interviewee/client in the recording knows who will have access to and view/listen to the data, i.e. counsellor/supervisors, trainers or peer training group and has given informed consent for this. The interviewee/client involved in the recording may have access to the data, should this be requested. However, this access cannot be extended to third parties without the explicit permission of the interviewee/client and the organisation as owner of the data. This access should be given only in exceptional circumstances.

Destruction: Data should be retained for no longer than 6 months. It should be destroyed or removed immediately after the purpose of use has been completed and the disposal of the tape/disc should be in a manner that renders the tape/disc unusable.