



Psychological Records

Record-keeping helps psychologists document services provided to the client, treatment plans and client progress. They also help in the continuity of care in the event the client seeks services from another professional. Maintaining appropriate records helps protect both the client and the psychologists in the event of ethical or legal proceedings as well as dealing with third parties.

- What are the provincial legislations that affect privacy, access and record-keeping in Alberta?
- How to store written, electronic, and other records to ensure confidentiality?
- How to retain records if the client is a minor?
- Can a psychologist withhold records?
- How to manage records if the client is deceased?

The provincial [Standards of Practice](#) (pp. 20-22, 7.1-7.9.4) , [Practice Guidelines](#) (pp.6-8), [Canadian Code of Ethics](#) (pp.16-17, I.39-I.42), and the [Canadian Psychological Association's Practice Guidelines](#) (pp.12-13, V.1-V.3) are designed to educate and guide psychologists around maintenance and storage of records in different settings and scenarios.

References:

Canadian Psychological Association (2017): Canadian Code of Ethics for Psychologists (Fourth Edition). Retrieved from https://cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf

Canadian Psychological Association (2001): Practice Guidelines for Providers of Psychological Services. Retrieved from [https://cpa.ca/cpsite/UserFiles/Documents/publications/Practice%20Guidelines2001\(2\).pdf](https://cpa.ca/cpsite/UserFiles/Documents/publications/Practice%20Guidelines2001(2).pdf)

College of Alberta Psychologists (2019). Practice Guidelines: Retrieved from <https://www.cap.ab.ca/resources-regulatory-information/practice-guidelines>

College of Alberta Psychologists (2022). Standards of Practice: Retrieved from [https://www.cap.ab.ca/Portals/0/adam/Content/PCibGBBnCE6ZY6pd7EKcqQ/Link/Standard%20of%20Practice%20\(May%2031,%202023\).pdf](https://www.cap.ab.ca/Portals/0/adam/Content/PCibGBBnCE6ZY6pd7EKcqQ/Link/Standard%20of%20Practice%20(May%2031,%202023).pdf)

Disclaimer

The information provided in this document is intended to provide general guidance to members in identifying and addressing issues, increasing self-efficacy and improve practice in the field of psychology. This document is not exhaustive and may not contain all legislation or information required to make an ethically informed decision. Members are advised that this document provided by the PAA Professional Guidance Program (PGP) is not legal or clinical advice. For any legal advice, consult your liability insurance or a lawyer who specializes in psychological / health service practice. For financial or accounting advice, consult your accountant or auditor or a management accountant who specializes in Alberta health service provision.