Therapy and Clinical Agreement

This agreement has been updated in line with GDPR legislation May 2018.

Definitions

Therapy here refers to any of the professional services that I am qualified in and provide for you at your request for your wellbeing and personal development. This could include trauma therapy, spiritual counselling, energy healing work, hypnotherapy, interfaith ministry, bodywork, psycho-education and neuropsychological consultancy, either in a singular or mixed-mode form.

Commencement

Commencing or continuing therapy with me requires that you have read and agreed to this Therapy and Clinical Supervision Agreement.

Contact methods

You agree to me contacting you via email or text message (SMS). In the event that you prefer that I only use telephone OR email contact, please state this below (and on your Client Intake form where relevant).

Session duration

Sessions are of 60 minutes’ duration unless longer is agreed.

Reviews

We will review sessions regularly which may be at your demand or as I find appropriate. You are not tied into any long-term commitment and you may end sessions at any time, although one ending session is recommended. If I consider your needs are beyond the limits of my competence I reserve the right to terminate our contract. I shall discuss this with you in the session and onward recommendations, if possible, may be provided.

Confidentiality

Your personal information is kept securely. Anonymised information may be shared with my clinical supervisor who is accredited with a professional body. In line with UK law and my ethical codes, confidentiality will only be breached if I have concerns that you or anyone else is at risk. If this occurs, I aim to discuss these with you and any recommendations will be documented.

As an Registered member of the Health Care Professions Council (HCPC\*\*), a qualified and registered Expert Witness in family matters, a member of the British Psychological Society (\*\*), and Social Worker registered with Social Work England (\*\*) I adhere to their ethical framework and guidelines to ensure that you receive a professional and competent service.

Information I collect about you and how I use it Upon starting therapy, basic personal information will be collected for contact and identification reasons. This is as a minimum your full name and email address, and may also include your postal address, mobile phone, date of birth and GP details if you are willing to share them. My client intake form contains other sections that you are under no obligation to fill out, but you may voluntarily choose to do so. All the information from the intake form remains on file.

It is possible that notes are taken during sessions, which may include some personal and sensitive details about your life. The intake form and any other notes I take are used solely to support the services offered to you.

Confidentiality will be maintained within the codes of ethics and legal requirements. Confidentiality does not apply where it would mean that I, as your therapist, might break the law or where withholding information means I would breach the codes of ethics. Confidentiality may be breached if I consider there is a risk you may harm yourself or others. In such exceptional circumstances, where there is concern for your wellbeing or that of others, it may be necessary to seek help outside the therapeutic relationship. In such an event where I am considering breaching confidentiality, you will normally be consulted first.

In the case of a disclosure concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking, confidentiality will be breached and such disclosures will be passed onto the relevant authority without delay. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as I am obligated to contact relevant authorities.

Your rights

You have rights relating to the information I hold to verify the accuracy. Beyond my personal notes any details held about you are for my own use and not shared. You have the right to request a copy of any information that I hold about you. If you would like a copy of some or all of your personal information, please email or write to me via the contact details stated in this agreement. Information will be provided to you within 30 days. You may already have any emails we have exchanged within your own possession.

 I want to make sure that your information is accurate and up to date. Please inform me if you change your name, address, GP or phone number.

How long I keep your information for - data retention

Your information is kept for the time necessary to provide therapy or supervision, and beyond this I hold your details for a period of time following the end of your therapy to comply with any obligations that are placed upon me by my insurers and my accrediting bodies: this is usually 7 years.

Sharing of data

There may be times where your information needs to be shared with third parties, e.g. a medical professional or specialised therapy colleague. I will explicitly ask for your consent before doing so, and the data will be sent to them securely

Security of your data

Information is kept securely and confidentially in line with the Data Retention policy as stated above. Any paper notes are kept in a secure, robust, locked filing cabinet and stored within a secure building. All digital information is stored on a domestic computer, which is password protected and stored within a secure building.

Lawful basis for processing your information

The lawful basis for my holding and using your information is in relation to the delivery of a contract to you as a health care professional. As an accredited member of NCP, CNHC and IMA, I operate under a strict code of confidentiality.

Session Payment

My standard hourly fee is £75. Payment must be made at the time of the session either by bank transfer or cash. Discount on blocks of sessions is also available when payment is made in advance: 10% discount on 5 sessions. Such prepaid blocks of sessions expire one year after the date of payment. Full or partial refunds on blocks of sessions are only available in the case where I choose to discontinue the work with you, and the refund will be proportionate to the amount of sessions you have used. Receipts / invoices are available on request.

Cancellations

24 hours’ notice is required to cancel your therapy session without incurring a charge.

Non-attendance

If you fail to attend a session without notice, the full fee will be required before booking any further sessions.

You will be notified of any holidays to be taken by myself well in advance. However, there may also be occasions when sessions may be cancelled because of illness or because I am summoned to Court concerning a Legal Case or attending training sessions or meetings. I will try to give you as much notice as possible of any cancellation and will offer an alternative time. Therefore, please notify any change in contact details.

If you have been referred by an outside agency, for example a solicitor or insurance company and there is pending civil court case – for example if you are in Court on family matters or have been injured as a result of a road accident, I draw your attention to the fact that under the Data Protection Act (1988) I may be obliged to supply copies of our therapy records to a requesting appropriate party **providing your consent**.

Please sign and date on the next page to confirm your understanding and acceptance of this agreement in its entirety.

1, I agree to be contacted by email/SMS/phone (please delete as appropriate)

2. I agree to take a copy of this Agreement for my own records

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Client name Signed (client) Date

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Email Telephone number

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Signed by Sandy Gaskins Date