

THERAPY INFORMATION AND AGREEMENT

Sessions, Payment, Cancellations and Holidays

- I charge £40 per 50 minute session. I do offer a limited number of concession places. Generally, I review my fee once a year and provide at least a month's notice of any future increases.
- Therapy sessions generally take place at the same time every week, although exceptions may be discussed.
- My holidays or cancellations will not be charged for and apart from circumstances out of my control, I will provide at least 2 weeks notice prior to my leave.
- Where 48 hours notice is provided prior to a cancellation, I will only charge half my fee. Where less than 48 hours notice is given, I will require payment in full. In both cases, I may be able to find an alternative session time as a replacement, however this will depend on my own availability and the availability of the room.

Length of Therapy

- Generally the therapy is open ended. This means that we do not work to a set number of sessions.
- In the event that I believe I am not the appropriate therapist for you, I will explain why, and if requested, can try to provide details of alternative therapists.
- In the event that I need to end my work with you, I shall endeavour to give enough notice to allow opportunity for the ending to be properly addressed.

Confidentiality

I am committed to protecting the confidentiality of my clients.

Only in certain circumstances may I disclose confidential information to a third party, these are limited to the following:

- With respect to a transfer or referral (agreed to by yourself), pertinent information may be shared with the new practitioner, with your permission.
- For supervisory purposes (with your identity protected where possible).
- Where I am sufficiently concerned that you are at risk to yourself or a third party. If such a case was to arise, I would endeavour to communicate this to you prior to taking action.
- Where I am required by law (e.g. plans or knowledge of terrorist or criminal activity)
- I cannot guarantee the confidentiality of e-mail correspondence (due to e-mails being retained by the internet provider). It is advised that if you are concerned about confidentiality, verbal communication during session time is used as an alternative.

Protection of Personal Data

Which data do I collect and store?

- Full name
- Address
- Phone number
- E-mail address

- Name/address of GP
- Date of birth
- A record of the dates/cost of each session attended/cancelled or rescheduled
- Brief notes on sessions for my own personal use only

Why do I need this data?

- To enable communication with you regarding the arrangement of sessions or an issue with payment.
- In such a case whereby I am sufficiently concerned about your personal safety, I may contact your GP. I shall endeavour to discuss this with you first.
- I may have a legal requirement to provide this information.
- For tax calculations.
- Written notes are used only as an aide memoir.

Who do I share this data with?

- The personal information (e.g. your name, address etc..) provided at the start of the therapy is kept only in paper form and securely held in locked cabinet (together with a signed copy of this form). In the event that anything should happen to me, my personal executor(s) are able to access this data so he/she can make contact with you.
- Notes made on client sessions are solely for my own purposes and are not shared with any other persons. These are stored electronically and are protected by password. They are held separately to your personal data (e.g. full name, address etc.), as a precaution, so as to protect anonymity.
- Data used for tax purposes is shared with my accountant and HMRC, however it does not include any personal information and does not allow the possibility for any persons to be identified.

What are your rights?

You have a right of access to the information being held about you. You would need to provide a written consent and I am obligated to respond to your request within one month.

For more information about these rights see <https://ico.org.uk/your-data-matters/>

Ethics and Complaints Procedure

- As a student at the Bath Centre for Psychotherapy and Counselling (BCPC), I must adhere to BCPC's code of ethics and practice. A copy of the code is available upon request, along with information about the BCPC complaints procedure.
- As a trainee therapist registered under UKCP, I must also adhere to the UKCP Code of Ethics. A copy of the code is available upon request and includes procedures for any complaint you may have about the therapy you have received. As a trainee member of UKCP, I am strictly regulated in terms of on-going supervision/peer supervision and CPD, and am required to carry professional indemnity insurance.