



Linda Bishopp MA, Dip. Couns., TFT Alg., Reg MBACP, MCThA, MHEA

Psychotherapist, Counsellor, Healer

Therapy Agreement

This Contract is between.....and.....

Your sessions will be on.....from.....to.....weekly.

Therapies offered:

Counselling	<input type="checkbox"/>	Jungian Psychotherapy	<input type="checkbox"/>
Spiritual Healing & Reiki	<input type="checkbox"/>	Thought Field Therapy	<input type="checkbox"/>

Spiritual Healing can involve physical touch - are you happy to be touched for this therapy?

Yes / No / NA

I am a member of the British Association for Counselling and Psychotherapy (www.bacp.co.uk) and follow their ethical framework which you are welcome to examine online. I am also a member of the Complementary Therapists Association and the Holistic Energy Association.

I am registered with the ICO (Information Commissioners Office) which means I need to tell you what data I am collecting from you and what I intend to do with it.

What data do I keep and why do I need it?

- o Name and age – this is basic information that helps me get to know you
- o Address, email address, phone number – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.
- o Next of kin/Doctor's details – If I was worried that you were at risk then I may need to contact your next of kin or Doctor. If I can, I will tell you I am going to do this.
- o Session notes – I keep very brief notes of our session. These are handwritten and kept in a locked cupboard/filing cabinet always. Disclosure of these records is unlikely, except in any possible legal case of yours, where disclosure is mandated by the court.

Will I share your data and if I do, who will I share it with and for what purpose?

It is very unlikely that I will share your data. I will not sell it or use it for unethical reasons. I may have to share it if my notes are subpoenaed by court, or, if you, or anyone you tell me about, is harmed or at risk of harm, including yourself. I also have regular supervision where I talk about my work, but I only use your first name.



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How will I store your data?

All data is handwritten and stored in a locked filing cabinet or cupboard. Your email address may be stored in my email system and will be deleted one month after we cease working together. Only I will access your information and all paper records will be deleted after 5 years (I need to keep them this long in case subpoenaed by a court).

Do you consent to my using your data in this way? Please write **yes** or **no**

Cancellation

I ask that you give at least 48 hours notice of cancellation or you will be liable to pay for the session. If you need to cancel for any reason, please contact me on **07905 038378** as soon as possible. Please give as much notice as possible, however, should you fail to attend twice in a row without letting me know I will assume you no longer wish to attend and will cancel further sessions. If for some reason I need to cancel, I will let you know as soon as possible. You will not lose any sessions if this happens.

Counsellor:..... Client:.....

Date:.....