



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

Psychotherapist, Supervisor, Counsellor, Healer

Therapy Agreement – for face-to-face and online work

This Contract is between Linda Bishopp and.....

Therapies offered – please tick if you are happy to receive these therapies:

Counselling	<input type="checkbox"/>	Jungian Psychotherapy	<input type="checkbox"/>
Spiritual Healing & Reiki	<input type="checkbox"/>	Light 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 Healing Foundation.

The therapy I offer is not time limited. Our first 6-10 sessions will help us decide whether we wish to continue working together long term. Towards the end of this time we will review together whether we wish to continue, and what you wish to achieve in therapy. What you wish to achieve can change though and that is fine. However, it may be that another therapist may be more suited to your needs, in which case I would do my best to help you find someone.

Social Media

If you send me a request to connect on social media I will not respond as this can compromise the confidential and therapeutic nature of the counselling relationship

Data Protection

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?

- Name and age – this is basic information that helps me get to know you
- 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.
- 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.
- Session notes – I do **not** keep any notes of our session. Any records I do keep are 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 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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I have designated a colleague as my professional executor in the case of my death or disability who will have access to your records. They will notify you if I am ill or deceased and/or refer you to another qualified professional if needed.

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 one month (I need to keep them in case subpoenaed by a court).

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

Legality

If you tell me that you have done anything illegal, I will report you to the authorities.

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.

Availability

Should you need to contact me for any reason please 'phone me. Leave a message if I am unavailable. I will get back to you as soon as possible. I am available between Monday and Friday 9am to 6pm. Outside of these hours I will not respond unless in an emergency.

To avoid embarrassment should we bump into each other away from our sessions I will not acknowledge you unless you speak to me first.

For online therapy, once we have agreed to work together online and you have returned this agreement to me and made your payment, you will need to download <https://zoomus/download> I will then email you an invitation to join me on Zoom at the appointed time.

If you are unable to get online please leave me a text or telephone message on 07905 038378, and I will do the same for you on your contact number if I do not hear from you. If the online connection fails, I will phone you.

A video on how to use Zoom is here : <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Please make sure that:

- 1 You have your computer or mobile set up with Zoom before the session commences. This includes having your microphone and video turned on. If you watch the Zoom link above it will guide you through the process.
- 2 Turn off your cell-phone ring or mute same. Turn off Alexa, Siri, etc.
- 3 Your computer or mobile is positioned at a sensible height so that I can clearly see your face and that the camera is at eye level.



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- 4 It is very easy to hear background noises e.g. animals and washing machines and kettles etc. so please make sure you are in a quiet location. Alternatively, you can use white noise such as music on the other side of the door, so it will drown out outside noise and makes the session indistinguishable from the outside.
- 5 **You will NOT** be disturbed for the duration of the session and that the door to the room you are sitting in is closed – confidentiality is very important and if you feel this cannot be achieved then we might need to consider face-to-face or phone therapy.
- 6 You do not have your back to a window or light – this can make it very hard for me to see you clearly. I will also follow this tip.
- 7 That there is adequate lighting in the room you are in.
- 8 You have a box of tissues nearby.
- 9 **You do NOT record the sessions.** I will not be recording any of our sessions.
- 10 **You will NOT** let anyone else listen in to any part of the online session (via phone or any other technical device or in person) without prior agreement with me.
- 11 You join the meeting at the agreed time.

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

Date:.....