

1 To 1 Counselling

www.1to1Counselling.co.uk

Email: enquiries@1to1counselling.co.uk

Tel / Fax: 01928 718044

OUR COUNSELLING AGREEMENT

Counselling is an opportunity to talk through anything that is troubling you whether this is your current situation, something from your past or fears for the future. Whether you are unsure what you are feeling or it's a specific problem bothering you, this will be a safe, comfortable, environment you can unload in.

My name is Lorraine Cox, I am trained to understand your situation but you are your own expert and I will not judge you or offer you advice. I will encourage and support you to explore your own thoughts and feelings in a constructive way, this will enable you to find your own answers.

Each session will last between 50 and 60 minutes and, if counselling is on-going, then there may be a short review after eight sessions.

All counselling sessions are confidential with some exceptions, such as:

- If you reveal you intend to harm yourself or another person
- If you reveal that a child is being or is in danger of abuse
- If you are physically or verbally abusive or threatening to myself
- If I am compelled to reveal information by a court order

Confidentiality Policy: The above list is not complete or exhaustive. If I have concerns, I will stop the session and we will discuss these and hopefully achieve consent for the course of action to be taken.

Please switch off your mobile, during our session or, if on call, put the mobile on vibrate.

Brief notes may be made after our session, so I can discuss any concerns, issues etc during my monthly supervision but you, my client are not identified or where I have seen you, your anonymity is protected as all times and any notes are destroyed immediately after use.

Reports: Sometimes I am asked to confirm the themes arising during counselling but, unless previously agreed with client, I only respond to court order requests. With your permission, I could confirm the number of sessions etc but one session fee is charged for time taken to gather and provide this data.

Cancellation Policy: If you cannot make your appointment, please make contact as soon as possible as cancellations require a minimum of 48 hours notice or full session fees will be charged.

During the first session we will discuss everything in this agreement but, this is a lot of information so, this written agreement confirms the basis for all our counselling sessions.

If you have any complaints about this service please do not hesitate to speak to me and let me know, misunderstands can arise or, BACP's contact details can be found on my website (listed above).

Your signature, below, will confirm you have read and have agreed to all the terms set out above, including the cancellation policy.

Print Name(s)

Signature(s) Date

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Confidentiality

1 To 1 Counselling offers confidential counselling to all our clients. We will not share information about you with anyone outside of 1 To 1 Counselling and supervision unless we have reason to believe that either you or someone else is at serious risk of harm. We will discuss any proposed disclosure with you unless it is believed that to do so would increase the level of risk to you or someone else.

I / We have read and understood 1 To 1 Counselling's confidentiality statement.

Print Name(s)

Signature(s)

Date

Privacy / General Data Protection Regulations Policy

Secure Storage: Your data is stored securely and confidentially and used in a safe and ethical manner, in line with EU General Data Protection Regulations May 2018. It is not shared with other people without your consent except, as stated above, in circumstances likely to involve serious harm.

Right to Access: You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask for an amendment or to change any incorrect information about you.

Right to be Forgotten: You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it's information that I have a legal obligation to retain.

Data Portability: As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) 2018, the data "controller" is 1 To 1 Counselling.

If you are happy with the way your personal information is being collected, stored and used, please provide evidence of your consent by signing below. Thank you.

Signature(s)

Print Name(s)

Date