



Payment Information – Private Conselling

Fees & Payment Information

Therapy at Woodmere CBT is charged on the basis of **£50** per session.

Full payment to be received via electronic payment prior to session or cash/card on day of session.

Payment Details - Preferred

Electronic transfer:

Account Name	WoodmereCBT
Bank:	Mettle
Sort Code	04-03-33
Account Number	21266535

Or

Card payment via Sum-up is available on premises.

Cash is acceptable on day of appointment – please have correct amount as change usually cannot be given.

Please note, due to service demand and waiting lists, a minimum of 48 hours' notice when cancelling/changing an appointment is required (or the full fee becomes payable).



THERAPY CONTRACT

Between **Ian Wilson** (Therapist) and _____(Client)

Counsellor responsibilities

- To be available at the agreed time each appointment
- To start and end on time
- To offer a quiet, appropriate and undisturbed space
- To maintain safe, professional boundaries
- To regard all contact and information as confidential unless he has reasonable doubt concerning actual safety of the client or others
- To encourage client autonomy
- To work within the BACP Ethical Framework (available upon request) including regular monthly clinical supervision
- To review therapeutic work and relationship regularly including an initial review after six weeks
- In the unlikely event of the therapist cancelling, an alternative appointment is offered ASAP to the client
- To confirm in writing prior to therapy commencing the fee structure for the counselling provided and payment arrangements.

Client responsibilities

- To attend punctually
- To give a minimum of 48 hours notice when cancelling/changing an appointment (or the full fee of £50 becomes payable)
- To pay the requisite therapy fee in advance of each session (£50)
- Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
- To be respectful to the counsellor and his property
- To agree to give permission to contact GP if the therapist has serious concerns about risk to self (client) or others
- To discuss with the therapist when you feel you are ready to end therapy
- To let the therapist know if you are in or are considering entering another therapeutic relationship.

Confidentiality

There are boundaries and limits to confidentiality in certain cases. Confidentiality may be broken if:

- You or others are, in the opinion of the therapist, seem to be in danger or at serious risk of being harmed
- The therapist is required to do so by Court order
- The client infers involvement in or knowledge of an act of terrorism or of money laundering or the client infers knowledge of or involvement in drugs trafficking.
- The client infers knowledge of or involvement in behaviours that may, in the therapist's opinion, lead to harm or neglect to children and vulnerable adults.

Supervision and confidentiality

I monitor my own practice by attending regular supervision for myself and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; at no time will your name or any identifiable information be mentioned and my clinical supervisor is also committed to our contracted confidentiality.

Records of sessions, Storage & Disposal

I keep notes relating to our sessions which are other than the appointment we book and this document (the counselling contract) on file. This is to aid the development of your individual treatment plan and to ensure progress and an orderly bridging of the therapeutic process from week to week.

For certain therapeutic interventions the therapist may record sessions (audio or video recording). The client will always be consulted before a recording is made and the client has the right to refuse that the session be recorded.

All client data is obtained, stored and held in accordance with the General Data Protection Regulations (2016) and is covered in a further statement to this contract which both parties (client and therapist) will agree to sign.

Contact

I will contact you on a weekly basis (at least 48 hours before your therapy appointment) by text and/or email. Due to waiting lists and pressures and services Woodmere CBT reserves the right to reschedule or cancel your appointment and reallocate to another client if you do not respond to appointment notifications at least 48 hours before your appointment time.

You may use my contact information (mobile phone and email) to reach me or send an email. It is not possible for me to respond please leave a voice mail on my phone or send me an email/text and I will get back to you within 24 hours.

Non attendance

Should you cancel within less than the 48 hours' notice agreed or fail to attend an appointment: the full session fee will be charged. Two or more failures to attend without notice will result in the termination of your treatment.

Fees & Payment Information

Therapy is charged on the basis of £50 per session. Full payment is required prior to session.

This document is signed & dated by both client and counsellor to confirm our agreement

Client: (print) _____

(sign)

(date) _____

Therapist: (print) IAN WILSON

(sign)



(date) _____



GENERAL DATA PROTECTION REGULATION STATEMENT (GDPR)

*The **General Data Protection Regulation (GDPR, 2016)** is concerned with personal information that I collect, store and share. Please read this document and sign to indicate that you agree with the procedures.*

Personal Information I collect

- Name
- Gender (or preferred identity)
- Age
- Date of birth
- Relationships & Progeny
- Occupation
- Address
- Telephone/SMS number (plus permission to send SMS & leave voice message)
- Email address
- Counselling History
- Medical conditions relevant to counselling
- Prescribed medication
- Difficulties
- Session summary

How I store your information

Storage Methods

- **Paper:** written notes (described below)
- **Smartphone:** I will store your contact information on my mobile phone. This allows me to contact you in case of emergencies. I will either store appointments in my online calendar, or on paper.
- **Email/SMS/WhatsApp:** your email address and correspondence will be stored in my email account by nature of you contacting me. Your telephone number may be stored in my SMS or WhatsApp app should we exchange messages this way. Electronic correspondence will also be held by the corresponding app (Gmail, phones SMS, WhatsApp)
- **Website:** none of your personal information is stored on ZFL website, other than to momentarily collect & send it to a Gmail account for the purposes of our initial contact.

Documents Held

Paper

- Contact sheet
- Contract/Agreement
- Assessment Record
- Brief Session notes
- GDPR Agreement
- Client Code (linking documents)

Electronic

- Contact name & telephone
- Email/SMS/WhatsApp

How I may Process/Share your Personal Information

Clinical Supervision

As a member of the BACP I am professionally required to attend monthly clinical supervision with another therapist qualified in this process. The clinical supervision process is for my practice and a requirement of BACP membership and accreditation (rather than seeking instruction on working with you). In order to protect your privacy, my supervisor will not know you personally nor professionally. I will refer to you by your first name and a code, and I may refer to your information verbally when it's helpful to my professional processes.



Emergencies

If your health is in jeopardy, I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team).

If I have become aware of your intent to cause harm to another person/organisation (e.g., terrorism), the law may require that I inform an authority without seeking your permission. In such a situation, the law may require that I share your personal information without your knowledge.

Erasing your information

When we have finished working together, I will erase electronic and written copies of your information & correspondence.

Woodmere CBT will hold onto your written documentation for up to two years past the end of our working together. This is so that I have a reference for our work in situations such as you returning to counselling in the future. After this time has passed, Woodmere CBT will shred the written information.

Your rights

You have the following rights ...

- To be informed what information I hold (i.e. this document)
- To see the information I hold about you (free of charge for the initial request)
- To rectify any inaccurate or incomplete personal information
- To withdraw consent to me using your personal information
- To request your personal information be erased (*though I can decline whilst the information is needed for my competent practice*)

This document is signed & dated by both client and counsellor to confirm our agreement

Client: (print) _____

(sign) _____

(date) _____

Therapist: (print) IAN WILSON

(sign) 

(date) _____