

Psychotherapy Agreement

This agreement ("Agreement") is between John Dray ("Therapist") and [insert name of client] ("Client").

1. **Purpose and Scope of Therapy** We agree to work together to help you achieve your goals and objectives for therapy. We'll decide together what we'll work on and how we'll do it, and we can change it if needed.
2. **Confidentiality** What you share with me is confidential, and I'll keep it that way unless I'm required by law to share it or if it's necessary to protect you or someone else. The way that I handle your data is outlined in the GDPR Statement. (The relevant UK act is the Data Protection Act 2018 implementing EU Regulation 2016/679.) There may be circumstances, e.g. to save a life or prevent harm, where I have to reveal confidential information. If this is necessary, I will endeavour to get your permission first unless it is not reasonably practical or I am required by law not to get your permission (e.g. Terrorism Act 2000)
3. **Supervision** As a trainee therapist, I am required to record sessions. This is to help me offer the best therapy to you. Anonymous transcripts of these recordings will be used both in my supervision and to allow me to complete case studies as part of my training. To maintain confidentiality, your details will be obscured.
4. **Fees** The fee for each session is £40, and you'll pay at the time of service. If we need to adjust the fee, I'll let you know ahead of time. If you need to cancel a session, please let me know at least 7 days in advance, or you'll be charged the full fee. The fee is for a session of 50 minutes.
5. **Limits of My Expertise** I will not know everything about every problem. If you're not happy with how therapy is going or if you need help with something I can't help with, please let me know so we can figure out what to do next. If you have concerns about treatment, I abide by the Welsh Psychotherapy Institute (WPI) Code of Ethics and you can raise concerns with them (https://www.welshpsychotherapy.org.uk/images/PDF_STORE/Policies/Policy_31_WPI_Raising_Concerns_and_Dilemmas_Pack_2021_updated_June_2023ncs_removed.pdf). In turn, the WPI are governed by the UKCP.
6. **Agreement to Participate in Therapy** To make the most of our time together, please come to sessions at the time agreed. If you are more than ten minutes late then the session is cancelled, but the full fee is still payable.
7. **Limitations of Liability** Therapy is not without risk, but I'm not responsible for any damages that might happen, except in cases of gross negligence or intentional harm. I do hold professional indemnity insurance.
8. **Governing Law** This Agreement is governed by the laws of England and Wales.
9. **Specific Laws** Other laws that may affect this agreement include but are not limited to: Drug Trafficking Act (1986), Road Traffic Act (2000), Terrorism Act 2000 section 38B, as amended by the Terrorism, Crime and Security Act 2001, the Children's Act 1989 and 2002, Safeguarding Vulnerable Groups Act 2006, Care Act 2014.
10. **Ending Therapy** You or I can end therapy at any time for any reason by giving notice of three weeks. This will allow us to bring the therapy to satisfactory conclusion. If you decide that you want to work with a different therapist, I can help you find someone else to continue treatment.
11. **Entire Agreement** This Agreement is our complete understanding of our work together and replaces any earlier agreements we might have made.

Please let me know if you have any questions or concerns.

Please sign below to indicate that you consent to the terms of this agreement.

Name of Client:

Signature of Client:

Date:

Name of Therapist:

Signature of Therapist:

Date:

GDPR statement - Your Information

Who I am

My contact details:

What I keep

Notes in paper or electronic form.
Audio recordings of work with clients.
Possibly video recording of work with clients.

Why I am allowed to keep

I keep your data only if I have your consent. You can withdraw this consent at any time. You have the right to access your personal data, the right to rectify inaccurate data. If you withdraw your consent, then I will either destroy the data or anonymise it, unless prevented by law. If you withdraw your consent then I will not be able to continue to work with you as it is a condition of my training that I keep detailed notes of work, record the sessions, am able to contact you and maintain information that could be useful in emergencies.

Why I keep it

A record of sessions so that I can: - give better continuity to my work with you. - as a record to help work through issues with my supervisor and continue my learning - as a record to help write up case studies - to comply with legal requirements - ensure that I have your details in order to contact you both as part of our work together and in case of emergency - details of your GP in case of emergency

How I keep it

Paper records will be kept in a locked filing cabinet.
Electronic records will be kept on a password protected computer with an encrypted hard disk. In these cases, the records are anonymised so that a breach of data security will not allow someone to work out who the notes are about.
Emails are kept on a secure email system.
Backups are stored on an encrypted system where no access is available to the backup provider.

How long you will keep it

In the case of adults, notes will be kept for up to seven years after therapy has ended. After this time the files will be destroyed or anonymised. Audio recordings will be destroyed after they have been transcribed.

Who gets to see it

My supervisor will get anonymised details of my sessions with you.
If I am required by law to reveal your information. Examples could include safeguarding, terrorism or money laundering. There could also be examples where your life or the life of another is in danger and revealing information could reasonably save a life.

What happens if it leaks

If information leaks, then I am bound to notify you and the Information Commissioners office (ICO) within a statutory period of time.

These are detailed on the ICO website: <https://ico.org.uk/>

The notes of sessions will be kept separate from your personal notes.

What happens if I am no longer able to keep it

If I am no longer able to work with you on a long-term or permanent basis. I have made arrangements for another therapist to deal with my work. They would take over my notes.

If you were still in therapy with me at the time, You would have the option to continue therapy with them.

Name: _____

Date: _____