

# beyond

one to one counselling

Jean Thirkettle MBACP  
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Tel 07557 911551

## **Our Working Agreement**

**NAME:**

**ADDRESS:**

**GP DETAILS:**

### *Session Length and Fees*

Sessions are 50 minutes in length and generally held weekly at the same time and place.

My fee is £50 for each session.

Payment is due at the end of each session or shortly after if paying by bank transfer. A receipt can be provided if required.

J Thirkettle t/as Beyond  
Lloyds Bank  
Sort code 30-91-91  
Account no. 37354568

### *Cancellations and Missed Appointments*

If you are unable to attend your booked session, please give as much notice as possible, preferably by text for speed of contact. If you cancel with less than 48 hours notice, 50% of my fee will be due.

If I have to cancel your appointment I will give you as much notice as possible.

### *Therapy Rooms*

I use facilities at The Practice Rooms in Queen Square and Redcliffe Parade East in central Bristol and will book a room in advance to ensure the time and space is always available for you. Each room is named coded to correspond with the entry buzzer and you should aim to arrive a few minutes before our agreed time so that I am free to buzz you in. If you arrive early I may be with another client and you may have to wait outside.

### *Video and Phone*

I am also able to offer Skype, Zoom, Facetime and phone contact if that is your preference.

### *Confidentiality and Ethics*

What is discussed is confidential between us although we are all required to have regular supervision. I am registered with the BACP and am bound by their code of ethics and practice and subject to its complaints procedure. Details can be found on their website [www.bacp.org.uk](http://www.bacp.org.uk).

## GDPR Statement

I am registered with the ICO (Information Commissioner's Office) which means I need to tell you what information I am collecting from you and why I have it.

Name, email address, telephone number and address – I use this information to contact you to arrange our sessions and between sessions as necessary. I will normally use text or phone but occasionally email.

Doctor's details - If you have given me this information, I may use it to contact your GP if I am worried that you are at risk. I will inform you of my intention to do this if I am able to do this.

Will I share your data? – I may have to share it if, in the unlikely event, my notes are subpoenaed by the courts, if you or anyone you tell me about is at harm or risk of harm, I may have to pass your information onto police or your GP.

Storage of Data – I keep brief hand written notes which are kept in a secure and private place and serve as a record of our work together.

Should you not consent to me keeping and using your data it is unlikely that I will be able to work with you.

I have full Professional Liability Insurance with Towergate Professional Risks.

Please sign to signify your agreement:

Dated:

Please bring with you or email this agreement to me