

Allward Counselling Care (FdSc, BSc)

Member of the British Association of Counselling & Psychotherapy (BACP)

Tel: 07792971460

Email: counselling.care.byliz@outlook.com

Address: 2 Cherry Road

Nailsea

BS48 2EE

Counselling Contract

Please read and sign the document below to show you understand your commitment to counselling as a client of Liz Allward's Counselling Practice.

Client's commitment

I consent to all treatment including: humanistic, person-centred, cognitive behavioural therapy (CBT) and compassionate focussed therapy (CFT).

Sessions will last for 50 minutes, and I need to ensure I arrive on time and ready to leave at the end of my session.

I will notify my counsellor personally if I cannot attend an appointment within 24 hrs or a reasonable time if I am ill. If I fail to cancel an appointment or fail to arrive, the full fee is usually payable. (Telephone/Skype counselling can be offered, where it is not possible to keep a face to face appointment)

Counsellor's Commitment

To abide by the British Association of Counselling & Psychotherapy (BACP) code of ethics, and attending professional supervision once a month.

To maintain confidentiality about the content of our sessions; except extreme circumstances (threats to harm yourself or others) when it may be necessary to alert others, such as your GP of our concerns. Also, if you disclose anything of a criminal nature, particularly when the protection of children or vulnerable adults are a concern. I will always endeavour to discuss disclosure to others with you beforehand and jointly agree a way forward.

The process of our relationship will be discussed with one other person, my supervisor who will be also bound by the confidentiality agreement.

To respect the client's own sense of what will be helpful to them, whether this involves presenting choice and accepting that the client may prefer to seek help elsewhere rather than to follow the counsellor's recommendations or carefully constructing a mutually agreed basis for working together.

Complaints

If you have any concern regarding any aspect of the service, please raise it with your counsellor. Alternatively, you may contact the BACP directly. Details of the complaints procedure are available from their website www.bacp.co.uk

PRIVACY NOTICE

Allward Counselling Care (FdSc, BSc)

Member of the British Association of Counselling & Psychotherapy (BACP)

Tel: 07792971460

Email: counselling.care.byliz@outlook.com

Address: 2 Cherry Road

Nailsea

BS48 2EE

In line with European General Data Protection Regulations and as a professional registered with the Information Commissioner's Office, I am obliged to share the following information regarding how I keep your data.

What information do I hold?

As a counsellor in private practice I collect the following information: client name, address, phone number, email address, date of birth and GP details.

What I do with your information?

The information you give me when we contract to work together is stored securely as a paper record. Names, email addresses and phone numbers of current clients are stored securely on my computer, and anonymised phone numbers of current clients are stored on my telephone. Paper records are padlocked and computer and phone records are password-protected. Your information-including email addresses on my computer and numbers on my phone-is destroyed three years after our work together has come to an end.

Names and phone numbers of my current clients are shared with my executor in line with good practice in the profession. This person would contact you in the event of my death or being unable to work and unable to contact you myself. These details are destroyed at the end of each month.

I will use your phone number, email or address to contact you if you make contact with me. I will never share your data with a third party unless you ask me to, or unless obliged by a court of law. In this unlikely event I would always inform you first.

Counsellor: Liz

Allward.....Date.....

Client.....Date.....