**Therapy Agreement**

**Therapist Details**

Anouska Longley, CPsychol.

07917 356570

anouskalongley@hotmail.com

45 Central Street, London, EC1V 8AB

**Session Duration**

Sessions take 50 minutes and are charged at £FEE per session.

**Session Payment**

* Fees must be made at the session either by cash or cheque. Receipts/invoices are available on request.
* Fees are payable by bank transfer at least 1 working day ahead of your session

**Cancellations**

24 hour notice is required to cancel your therapy session without incurring a charge. If your appointment is on a Monday, please cancel on Friday. If less than 24 hours notice is provided, you will be charged half the cost of your session to cover the incurred costs £FEE.

If a health or insurance company is paying for your treatment, they may make you liable for the charge. Your treatment sessions could be suspended dependant on their policy.

Weekends and bank holidays are not classed as working days.

**Non-attendance**

If you fail to attend a session without any notice the full fee for that session will be required before booking any further sessions, and your file will be placed on hold.

**Reviews**

We will review sessions regularly approximately every four-six sessions to ensure you feel you are getting the most out of therapy; you are not tied into any commitment you can end sessions at any time. If I consider your requirements beyond my competence I reserve the right to terminate our contract, this will be discussed in the session and recommendations would be provided.

**Confidentiality**

Your therapy and personal information are kept securely. Information but not names will be shared with my supervisor who is Clinical Psychologist \*BPS, BABCP, HPCP accredited body and who regularly reviews my practice. Psychologists are required by their profession to have regular supervision sessions where they may discuss aspects of therapy. I will not reveal your identity during these sessions.

Any notes I write about you are confidential and will not be disclosed without your consent with a few exceptions. Exceptions would be where I am required to disclose information by a court of law, or in order to protect you or another from significant harm.

Confidentiality will be broken if I have concerns that you or anyone else is at risk. If this occurs it will be discussed in the session and recommendations will be discussed and documented in your notes.

As a fully accredited member of the \*BPS, BABCP, HPCP accrediting body, I adhere to their ethical framework and guidelines to ensure that you receive a professional and quality service.

Please ensure your read through my Privacy Policy for full details on I we use and store your information at

[***www.anouskalongley.co.uk/privacynotice***](http://www.anouskalongley.co.uk/privacynotice)

**Information I collect about you and how I use it**

Upon starting therapy, basic personal information will be collected for contact and identification reasons. During our therapy meetings, an assessment of your psychological health will be completed, and notes will be taken during sessions. These will include personal and sensitive details about your life. The assessment and notes are used solely for the delivery of a therapy service to you.

**Your rights**

You have rights relating to the information I hold to verify the accuracy or to ask for them to be supplemented, deleted, updated or corrected. You have the right to request a copy of the information that I hold about you. If you would like a copy of some or all of your personal information, please email or write to me via the contact details stated in this agreement. Information will be provided to you within 30 days. I want to make sure that your information is accurate and up to date. You may ask me to correct or remove information you think is inaccurate. You have a right to request the transfer of your data to another individual or company.

**How long I keep your information for - data retention**

Your information is kept for the time necessary to provide the therapy service requested, however outside of this I will hold your details and session notes for a period of 7 years following the end of treatment to comply with legal obligations that are placed upon me by my insurers. In the case of a child under 13 then records will be kept 7 years after they reach the age of majority (18). After this date, all data will be securely deleted.

**Sharing of data**

There may be times where your information needs to be shared with third parties. I will explicitly ask your consent before doing so, and the data will be sent to third parties securely.

**Security of your data**

Information will be kept securely and confidentially in line with the data retention policy as stated above.

**Lawful basis for processing your information**

The lawful basis for my holding and using your information is in relation to the delivery of a contract to you as a health care professional. As an accredited member of the BPS, BABCP and the HCPC, I operate under a strict code of confidentiality.

**Therapist and Client Agreement**

**Client Name -**

**Signed -**

**Date -**

**Therapist Name -**

**Signed -**

**Date -**

*\*BPS, BABCP, HPCP accrediting body:*

*BPS - British Psychological Society*

*BABCP - The British Association for Behavioural and Cognitive Psychotherapies*

*HPCP - The Health and Care Professions Council*