

# Psychotherapy contract for online therapy with Stephanie Yin

*Please read this contract carefully as it sets out the terms and conditions of our online therapy agreement. If you agree with the conditions, we will both sign this contract, and it will form the basis of our work together.*

## Professional information

I adhere to the Code of Ethics and Professional Conduct set out by the British Association for Counselling and Psychotherapy (BACP) and the UK Council for Psychotherapy (UKCP). A copy of these codes can be downloaded from my website.

## Psychotherapy sessions

Sessions can be conducted by video, telephone, or chat, through Skype, Zoom, WhatsApp or telephone. You will need to be ready to connect at the agreed time and I will contact you at the start of each session. Sessions are 50 minutes long and you are expected to find a quiet space free from distraction to ensure privacy.

## Length of therapy

Therapy may be for an agreed length of time to begin with but is usually a long-term commitment. We will start with an initial four session period, after which we will evaluate the situation and decide how to proceed. We will either set a specific period for the therapeutic process, e.g. a set number of sessions or months, or we will (more usually) leave the contract open-ended. During the provision of therapy, we will have regular review sessions to ensure that the work is progressing and that you are still getting what you need from the sessions.

## Late or Missed sessions, Cancellations and Holidays

Sessions are organised for an agreed date and time, usually weekly. If you are late attending the session, I will stay online for 10 minutes to allow for any eventualities. If you do not make contact within this time, the session will be considered missed and will be cancelled. You will be charged for this. If you are late attending your session, we will still end on the original time unless agreed otherwise.

If you wish to cancel a session, you must give a minimum of 24 hours' notice by either email, telephone, or text. If you do not provide at least 24 hours' notice, you will still be charged.

I will inform you in advance of any weeks I am away on holiday or for professional reasons.

## Payment of Sessions

Payments are to be made prior to the session starting. There will be a charge of ..... per session, which will be reviewed periodically, and may increase. You will be given 4 weeks' notice of any fee increase.

## Confidentiality

All sessions will be conducted in the strictest confidence, and this confidentiality will be maintained and applied to all records, in accordance with the Data Protection Act, except in the following instances –

- 1) Where you, the client, give consent for confidentiality to be broken;
- 2) Where I, the therapist, am compelled by a court of law; or
- 3) Where there is a genuine risk for your safety or the safety of others.

My duty of care means that if I think you may hurt yourself or try to end your life, or you may hurt someone else I may have to share this information with GPs, emergency services, social services, or others, to make sure you and everyone else is safe. I try to do this with your permission, but sometimes I may have to share information without your permission. I also may have to share information with the police if I believe it may lead to the prevention or detection of a serious crime.

### Supervision

To ensure competent and ethical professional practice, I engage in regular supervision. Supervision is the process of reviewing the work that you and I engage in, with another psychotherapist. This is to help ensure that we are working safely and in your best interest. Confidentiality of our work extends to supervision so you will not be identified, only aspects of our work will be discussed.

### Computer Privacy, Safety, Data Protection and GDPR

*When working online it is important to maintain security through reasonable measures to ensure confidentiality and safe working procedures.*

Firewall and Antivirus – these can be installed to protect your computer from third parties and viruses. Programs such as MacAfee and Norton antivirus provide such protection.

Encryption – all sessions are conducted on platforms that ensure GDPR compliant end-to-end encryption.

Data Protection – When we have completed our work, all materials such as email exchanges and diary/appointment entries are removed from my computer and securely stored on a password protected memory stick.

GDPR – Personal Data such as your name, address, telephone number, email address, GP contact details, and a signed copy of this contract, will be kept for the duration of the therapy. I may also keep brief anonymised notes following each session, which will include personal details about you. These notes are solely for the purpose of your therapy and do not include your name. Personal contact information is filed separately from any notes. Any information stored electronically is password protected and any paper notes are securely stored. All notes and records will be kept for a period of seven years, as stipulated by my insurance, after which they will be destroyed securely.

**Client's name** (please print): Click or tap here to enter text.

I agree to the service provision, confidentiality and data protection details noted above.

**Signature:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Therapist's name:** Stephanie Yin

**Signature:** *Stephanie Yin*

**Date:** Click or tap to enter a date.