

## TalkThrough Counselling and Psychotherapy Client details form

Name:	
Date of birth:	Age:
Address:	
Phone number(s):	
Email:	
Name & address of doctor and contact number:	
Any medically relevant information:	
Any previous experience of therapy:	
Any other relevant medical practitioner(s):	
How you heard about TalkThrough:	

Signed:

Date:

# TalkThrough Counselling and Psychotherapy

## **Contact details**

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TalkThrough Counselling and Psychotherapy  
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07941 794495

[www.talkthrough.net](http://www.talkthrough.net)  
[mike@talkthrough.net](mailto:mike@talkthrough.net)

If you arrive for a session and nobody answers the door, or you log on for an online session and get no response, please try to phone me on my landline and mobile numbers. If there is still no reply and you are concerned that something might have happened to me, you can phone my professional executor, Daphne Stedman, on 07950 066579. She will be able to tell you if she is aware of anything that might explain the situation.

## **Payment, cancellation and ending**

Payment is due at the end of each session; you can pay in cash or by bank transfer. If you need a formal receipt, please let me know beforehand. You can also pay in advance on my website. If you need to cancel an appointment, please let me know at least 24 hours in advance. If you cancel with less than 24 hours' notice, the full fee will be due.

There is no fixed duration for therapy; the number of sessions is by agreement, and either you or I can end the therapy process at any time. If the therapy continues for six sessions or more, I will suggest that we take time to review the process to make sure that it is giving you as far as possible what you want.

## **Data and confidentiality**

Your details, and notes of what is discussed in counselling sessions, will be kept confidential and held in accordance with the General Data Protection Regulation (GDPR). I also expect confidentiality from you; please do not record sessions without permission or publish them on social media. Normally I will keep your data for 7 years, but you can ask for it to be deleted earlier. You also have a right to see your data and request correction of any errors. You can read further information about all this at: [www.talkthrough.net/privacy-policy/](http://www.talkthrough.net/privacy-policy/)

I am required by my professional counselling organisations (see below) to obtain supervision for all client work, and so I have regular meetings with a supervisor (an experienced therapist) at which I discuss my client work, which may include my work with you.

I would be required to break confidentiality and contact an external authority in the very unlikely event that I believed that there was a risk that you would cause serious harm to yourself or to someone else, particularly a child, or that you were involved in a murder or a terrorism or money-laundering offence.

## **Code of ethics and complaints**

I am a member of the United Kingdom Council for Psychotherapy (UKCP), the British Association for Counselling and Psychotherapy (BACP), the General Hypnotherapy Register (GHR), and the Association for Counselling and Therapy Online (ACTO), and I am bound by their respective codes of ethics. You can find details of these organisations' codes of ethics and complaints procedures on their websites.