

Drew Miller

Counsellor/Psychotherapist
BACP Accredited, COSRT Senior Accredited,
Member EMDR Association UK, Qualified

Therapy and Confidentiality Agreement (Currently only online therapy)

Overview

I understand that Drew Miller works within ethical guidelines as laid down by his accreditation/member organisations: BACP (British Association of Counselling and Psychotherapy), COSRT (College of Sexual and Relationship Therapy) and EMDR (Eye Movement Desensitization and Reprocessing) Association UK

Safeguarding and confidentiality

I understand that Drew Miller will not undertake to hold information that is detrimental or dangerous to a third party, or myself. This includes disclosure physical violence to another person or child. He will inform me if he is going to break confidentiality.

I understand that Drew Miller will keep brief session notes and these will be confidential. The brief session notes cannot be accessed by others except by the order of a court of law to enable legal scrutiny. Even in this case Drew will only allow access after full discussion with myself, the client, and, after legal scrutiny with Drew's legal insurance team. (Also see ethical guidelines available on the BACP and COSRT websites.)

EMERGENCY OR CRISIS

I understand that as a general rule Drew does not communicate between sessions to discuss my difficulties. If I am under threat of harm I understand that I need to call the police immediately. Potential risks to myself or another person need to be discussed in depth during our initial assessment session. In this initial session we can also discuss appropriate support and resources, including contacts and strategies for myself in the event of emergency. i.e. GP, Mental Health Teams, telephone support etc.

NB Regarding couples therapy: I understand that Drew will not hold any information separately disclosed to him by one or other of us, the couple, verbally by telephone, email or text to Drew and we understand that Drew expects all couples-work communications to be transparent between all parties.

Supervision

I understand that Drew Miller attends clinical supervision with an accredited supervisor in accordance with BACP and COSRT accreditation requirements. Also with an EMDR accredited Consultant (for EMDR). This is to monitor his work and supervision sessions are confidential between his supervisors and himself alone. Only first names are used.

Attending our Sessions

I understand it is important that we meet on time for our sessions. Sessions are usually 50 minutes, however for EMDR sessions and couples sessions I allow up to 60 minutes.

I understand agreed fees are payable by internet transfer (BACS), and an invoice/receipt will be sent to you after your sessions either weekly or monthly as preferred.

I understand that my appointments are held for me and that non-attendance without 36 hours notice will still incur paying the full fee.

I understand that I must not attend therapy under the influence of non-prescribed drugs or alcohol and that the session may be terminated if I arrive in a condition that is not conducive

to the therapeutic process. This may include certain mood altering prescribed medication, in which case this would be discussed.

I understand that Drew Miller may terminate the therapy with one month's notice and if possible I must also give one month's notice of termination to any agreed time frame for the work. This allows us to reflect on the work we have done together and create a healthy closure.

Fees

Individuals: £70

Couples: £80

Guidelines for working online

I understand that as we will be meeting online it is important that I have a completely safe private space to talk from. This means a minimum likelihood of interruption by other people, children or pets! Drew also requests that I don't eat whilst we're in a session even though I'm at home!

However, in Covid 19 'Lockdown' restrictions some account must be taken for possible unplanned interruptions/deliveries etc. for both parties.

I understand that ideally I must have reliable Wifi. A tablet, laptop or desktop is ideal rather than a mobile. In some instances a phone call can be useful if that is all that is possible but this is not for regular sessions.

The platforms Drew uses are usually Zoom or Bilateral Base for EMDR sessions. These platforms are securely end to end encrypted. However Drew is happy to discuss using other platforms providing they are encrypted and secure.

Drew does not record sessions and requests that I, the client, do not record sessions.

Drew's counselling location is from a room in his flat which is private.

GDPR – General Data Protection Regulation (as explained by Drew)

Privacy policy set out by the General Data Protection Regulation (GDPR). This policy informs how any personal data I collect from you, or that you provide to me, will be stored and processed.

Data storage

Personal data that I collect from you via any form of contact by email or phone will be kept securely. I will take all steps reasonably necessary to ensure that your data and brief session notes are stored securely and in accordance with this privacy policy. Information that you provide by emailing me via my website or therapy directories and platforms are stored on password protected devices

Uses made of information

I use your contact details to allow me to provide you with information of the therapy service that you request from me. For instance, to allow you to tell me about changes in your availability and vice versa.

I use the brief session notes to carry out my obligation arising from the agreement entered into between you and me as part of my commitment to providing a professional service.

I will retain your contact details and brief sessions notes for as long as we are working together. Your session notes will be retained for a further five years after we end in case you decide to return to therapy with me, and which is also a requirement of my indemnity insurance company – Towergate Insurance.

On ending therapy with Drew you may request that your contact details will be removed from my smartphone and computer.

Your rights

You are entitled to view, amend, or delete the personal information that I hold. All requests have a month to be carried out.

In the event of a data breach

Drew has a legal obligation to report a data breach to me and the Information Commissioners Office (ICO) within 72 hours.

Disclosure of your personal information

In the event of Drew's incapacity or death my personal contact information will be disclosed to my two clinical executors of my Professional Will so that they can notify me. In the event of my death my executors will also destroy all contact information and notes on my computer.

An exception would be in the case of Drew being under a duty to disclose or share my personal data in order to comply with any legal obligation, for example, if Drew had been subpoenaed to court, or as a legal requirement such as safeguarding children or vulnerable adults, terrorism or money laundering. In this case my executors would comply with these legal requirements.

Changes to our privacy policy

I understand Drew will notify me of changes he may make to this privacy policy document in the future.

Recording consent

My use and undertaking of the services of **Drew Miller** constitutes my approval and acceptance of this agreement, and I am consenting to the use, and storage of my personal information, I have disclosed to Drew under the conditions detailed above.

I understand I have the right to withdraw my consent at any time.

Agreement with:

Drew Miller, 6, Abbey Gardens, London W6 8QR

Website:

www.drewmillercounselling.co.uk

www.helpwithlife.co.uk

Mail:

info@drewmillercounselling.co.uk

Mobile:

07843386161

Date:

Client name address and contact details: