

KIM HAMILTON- PSYCHOTHERAPY



All About You
Confidential Counselling

www.allaboutyoucounselling.co.uk
07970981849 - text only

I am a fully qualified therapist, using the Gestalt method of counselling. This approach is based on the philosophy that individuals are unique and know what is best for themselves. Therapy is aimed at helping clients reach wholeness by integrating the emotional, intellectual, physical and spiritual aspects of self by working in the present and developing awareness of self and their experiences. I have over 20 years experience and in this time I have integrated other methods into my way of working.

I am also fully qualified in Eye Movement Desensitisation Reprocessing therapy which uses bilateral stimulating to enable the release of trauma and is a recommended treatment for PTSD.

I am accredited by the B.A.C.P. (British Association of Counselling and Psychotherapy) and I choose to abide by their code of ethics. A copy of this can be downloaded from www.bacp.co.uk Membership No 528408. You can verify my qualifications on the BACP Register www.bacp.co.uk/search/Register/ Registration No 019453

Working Arrangements for Psychotherapy Sessions

The fee for each 60 minute session is be £XX daytime session and £XX for sessions 4pm or after. Fees are due for payment on the day of the session.

- If I am unable to keep our appointment due to illness, I will give you as much notice as possible and offer an alternative date. If you are unable to attend a session, please give me at least 24 hours notice. Any missed appointments or cancellations with less than 24 hours notice will be charged for. If you miss 2 consecutive appointments without prior notice, I will assume that our work together is complete and cancel our contract.
- My training and experience enables me to provide you with a safe and supportive setting for in-depth therapeutic work. Where I feel another specialist counsellor would be more appropriate I will discuss the possibility of referral with you.
- Although everything that is discussed in our session is confidential, I do make notes that I will discuss and share with my supervisor. This enables me to ensure that I am working to my best ability and in your best interests. However, your name and address are not kept with these notes and no one will know to whom my notes refer apart from me.
- Please be aware that alcohol and recreational drugs will seriously affect your ability to gain insight from our work together. I would therefore request that you ensure that such substances do not affect you at the time of our session together. If I believe that you are unduly influenced by drugs or alcohol I have the right and duty to discontinue the session.
- I believe you will know when you are ready to finish counselling. At this time will we work together to ensure that this ending is productive for you.

Please read this contract carefully

These are the working boundaries and ground rules for our counselling relationship. If you do not understand anything or have any questions about them, please discuss them with me before accepting this agreement. These boundaries apply to in person and online counselling sessions.

In agreeing to work with me you are consenting to notes of my work within these sessions being presented for professional supervision. I agree to keep my work with you confidential, and you understand that I have a right and duty to break that confidentiality in a situation where you, or others are at risk of serious harm if I do not do so.

If you agree to my terms of working then no reply is necessary, but if you do not agree please contact me immediately to discuss this.

Kim

Updated September 2024

All About You Privacy Statement

Your privacy is of great importance to All About You Counselling (Kim Hamilton) and we are committed to complying with the European General Data Protection Regulations (GDPR), regarding the responsible and secure use of your data.

The purpose of this statement is to let you know what personal information All About You holds, why this data is collected, how long it is kept and your rights with regards to this data. All About You is registered with the Information Commissioners Office (ICO)

What Information does All About You collect?

All About You collects the following information: client name, address, phone number, email address and GP details, dates of previous counselling, past/current medication (where relevant), and brief notes on the content of each therapy session and you .

What does All About You use the information for?

This information is stored for the purpose of running my business, including contacting you to book appointments or discuss matters concerning your counselling. I will not contact you for any other reason.

How does All About You keep information about you safe.

The information you give me will be stored securely in a locked computer file. Your name, email address and phone numbers will be stored securely on my computer. Your phone number will be stored anonymously on my mobile phone. The information that I hold on you will be destroyed/wiped from devices six years after our work together has ended.

I will not share any of the data that I keep on you, ie name, contact details, personal or identifiable information with any other person or body (commercial or otherwise), without your permission. Legal exceptions to this confidentiality are: if I believed you posed a risk of serious harm to yourself or to others; issues surrounding child protection; safeguarding vulnerable people, prevention of terrorism/radicalisation; money laundering/major crime, or if I were summoned by the Court. I will always attempt to discuss such a situation with you first.

As a professional requirement I receive supervision on my work in keeping with UKCP guidelines. Your full name is not used during this process. In the case of my death or inability to work at short notice, my therapeutic executor will contact you. This person will have previously been provided with (only) your first name and your contact telephone number.

Your Rights

You have the right to ask to see the basic information I hold about you. Please ask me and you can view it in a session. You can ask me to change any information that I hold about you which is incorrect. You have the right to ask me to delete information that I hold about you, which I will do except that which I have a legal obligation to keep.

In the event of you wishing to make a complaint about any aspect of how I store or handle your data, please contact me in the first instance. If your complaint is not resolved to your satisfaction you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/handling>. Telephone number 0303 123 1113.

If you agree to my storage and use of your personal data as above no reply is necessary, but if you do not agree please contact Kim immediately to discuss this.