**CLIENT CONTRACT OF SERVICE**

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| **Client One** |  |
| Name &Surname: |  |
| Address: |  |
| Email address:  |  |
| Date of Birth: |  |
| Mobile No: |  |
| General Practitioner: |  |
| Mobile No of GP: |  |

|  |  |
| --- | --- |
| **Children (where applicable)** |  |
| Name & Surname: | Date of Birth: |
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**Part 1 - Confidentiality**

I have been informed, understand and accept that:

Any Information that I give about me and my family, or others, will remain confidential. Dr Bonnici will not give or refer any information about me to anyone outside the therapy session without my permission.

**When can confidentiality be broken?**

The only exceptions to this would be when there is a serious concern that:

a) someone’s life is at risk; or

b) a person is at serious risk of violence; or

c) a person may be in danger of being abused; or

d) a child or vulnerable adult is being neglected.

I also understand and accept that Dr Bonnici might find herself in circumstances where she will have to disclose the information collected or divulged during the rendering of service (such as if so ordered to do so by a court of law). I do not keep detailed notes on your sessions for this reason. I would always endeavour to speak to you first before contacting a third party.

I also understand and accept that apart from the afore-mentioned situations my psychologist, as part of her professional work with me, may sometimes take therapeutic dilemmas to her clinical supervisor. I am aware that names are never given to the supervisor.

**Part 2 - Fees**

A normal session fee is **€ 40** and is of **50 minutes** duration. The fee shall be paid after every session, in cash, by cheque or via bank transfer. Fees may be adjusted for inflation once a year. This is discussed in December and becomes effective in January.

**Part 3 - Cancellation policy**

I understand and accept that to reschedule a session, I need to call or text on **9949 1026** or email on **pbonnici@gmail.com**. This must happen not later than 24 hours prior to the booked session.

I understand and accept that the following charges may be incurred (at the Psychologist’s sole discretion):

1. In case that notice is given prior to 24 hours before the session then NO charge is incurred;
2. In the case that notice is given within 24 hours of the session, then a charge of €20 is incurred;
3. In the case that notice is given less than 12 hours before session or I / we fail to turn up, then the full fee € 40 is charged.

The extra charge will be added to the session fee on the following appointment.

**Part 4 - General Data Protection Policy**

Any Personal Data included in this Client Contract of Service, or such personal data collected during the rendering of service (including but not limited to case notes), shall only be used for the purposes of, or in connection with the performance, or rendering of service or in the exercise of rights and obligations arising under the same. This data will not be retained for longer than necessary.

I accept and agree that my personal data can be recorded, stored and administered by Dr Bonnici in fulfilment of this contract, service and as required under any applicable law.

I have been duly informed and hereby accept, and understand, that Dr Bonnici will make the necessary arrangements for my personal data to be passed on to another member of the same profession in case of death or other very serious circumstances who will destroy all data.

I have been duly informed that I have the right to require the amending of, or the withdrawal of any data divulged in this Client Contract of Service, at any time.

I have been duly informed that if at any stage a breach of personal data occurs, Dr Bonnici is bound to notify me and the regulator, within 72 hours from such occurrence. Dr Bonnici is bound to provide me with a report explaining what action was taken and how such matter is to be resolved.

I have been duly informed that my data can be stored on an electric storage device, which device shall be subject to the direct or indirect control of the professional rendering such service. Dr Bonnici duly informed me that she might save data on an internet cloud, or similar storage system, which such service providers are also to be compliant with the General Data Protection Regulation (GDPR).

Signatures:

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Client

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Date

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Dr Patricia Bonnici CPsychol; DCounsyPsy, B.Psy (Hons);

HCPC. BPS. MCP registered and chartered.

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Date