

Contract (Public Offer)

Agreement for the provision of psychotherapeutic and psychological services
This document will help you better understand how sessions will take place, the boundaries of our work, payment rules, confidentiality, and the completion of therapy.

The current version of this document is always published on the website.

What is important to know before we begin

Dear client,

Our first meeting is introductory: we will discuss your request as well as organisational matters, if needed.

Payment for the first session or the start of work constitutes your confirmation that you have read the terms of this contract and agree to abide by them.

01. Duration and frequency

The standard duration of a session is 50 minutes.

We can arrange regular meetings. The default format is four sessions, which can be

automatically renewed at your request.

02. Confidentiality

All information you share during consultations is confidential. I do not share details of our work with third parties.

Exceptions include:

- supervision and intervision — work situations may be discussed with colleagues or a supervisor without identifying information;
- situations that pose a risk to life or health — if there is a risk of serious harm to you or others, I may take appropriate safety measures;
- legal requirements — disclosure may occur in cases required by law or court order.

03. Payment rules

Payment for each session must be made in advance.

If payment has not been received before the session, the session will not take place.

Cancellations and rescheduling:

- if you need to cancel or reschedule a meeting, please notify me no later than 48 hours before the scheduled time;
- if cancellation occurs later, the session is

charged in full;

- if I cancel with less than 24 hours' notice, your next session will be free of charge.

Late arrivals:

- if you are late, the session is shortened by the amount of time missed;
- if I am late, the session time is extended accordingly.

Once a year, the cost of sessions may increase. I will give you at least 30 days' notice before any change.

04. Breaks in the process

You have the right to take a break from therapy at any time. Please inform me in advance where possible.

I may initiate a break in the following cases: annual leave, public holidays, maternity leave, illness, or family circumstances.

I will give at least 3 days' notice for a planned break. In emergency circumstances, I will inform you as soon as possible.

05. Communication outside sessions

All sessions take place by prior appointment at the agreed time and format.

Outside sessions, communication is limited to organisational matters (scheduling, rescheduling, cancellations, payment questions, clarification of rules, or information about qualifications).

Such communication takes place in writing through agreed channels. I respond on working days within 24 hours (usually sooner). Messages sent during weekends, holidays, or breaks may be answered after I return to work.

06. Boundaries of our interaction

For the duration of our work and for one year after its completion, we agree not to change social roles.

No friendship, romantic, family, or business relationships will be established between us, and we do not participate together in events unrelated to psychotherapy.

This condition is essential for maintaining clear, safe, and professional therapeutic boundaries.

07. Right to terminate

You have the right to end our work at any time. For a healthy closure, I recommend 1 to 3 final sessions to support a structured ending.

If this is not possible, please inform me of your decision no later than 7 days before the next scheduled session.

I may initiate termination if your case falls outside my area of competence or if the terms of this contract are consistently not observed.

08. Remote (online) consultations

You are responsible for your equipment, connection quality, and ensuring a private and suitable environment for the session.

If a session cannot be conducted properly due to technical difficulties or an unsuitable environment on your side, the session is charged in full.

If a session cannot be conducted due to technical difficulties on my side, the session will not be charged and the next session will also be provided free of charge.

09. How we work

Your autonomy: you initiate topics, define the goals of therapy, and may decline any of my suggestions, interpretations, or experiments.

Safety: you have the right to speak about any

thoughts and feelings, including those that may feel uncomfortable, shameful, or unacceptable.

My role and limits of competence: I do not make medical diagnoses and do not prescribe medication. If needed, I may recommend consultation with another specialist.

Important condition: sessions take place in a sober state. I recommend minimising distractions (such as phone use) during sessions.

If something feels difficult or unclear, it is important to bring it into discussion — this is often a valuable part of the therapeutic process.

10. My responsibility to you

I commit to upholding the Code of Ethics and the principles of non-harm, competence, and unconditional respect.

I provide a safe and professional space for your work, maintain agreed schedules and session boundaries, and protect the confidentiality of everything you share.

At the same time, responsibility for life decisions made during or after therapy remains with you. For any physical health

concerns, it is important to consult an appropriate medical professional.

11. Your responsibility

To yourself, you are responsible for how you use session time, which topics you bring, and how you apply insights gained in therapy to your life.

In relation to our work, you agree to:

maintain respectful communication;

attend sessions in a sober state;

not cause physical harm to yourself, the therapist, or property;

inform me of any significant changes in your physical or psychological condition;

inform me if you are working with other therapists, psychiatrists, neurologists, or attending therapy groups;

respect agreed session times and boundaries;

make payments on time in accordance with the payment rules.

12. Final provisions

I will inform you in advance of any changes to the terms of this contract.

If difficulties, dissatisfaction, or tension arise during our work, this is important information and should be discussed within a session.

By signing this contract — verbally, in writing, or by making a payment — you confirm that you have read, understood, and agree to these terms.

13. Data Protection and GDPR

I process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What data I collect:

I may collect and store the following information:

your name and contact details;

information relevant to your therapy (including notes from sessions);

payment and invoicing information where applicable.

Purpose of processing:

Your data is used solely for the purpose of providing psychological and psychotherapeutic services, maintaining records, and fulfilling legal and professional obligations.

Lawful basis:

The lawful basis for processing your data is:

performance of a contract (providing therapy services);

legitimate interests (safe and effective provision of therapy);

legal obligations where applicable.

Confidentiality and storage:

All records are stored securely (in password-protected digital systems and/or locked physical storage where applicable).

I take appropriate measures to protect your data from unauthorised access, loss, or misuse.

Data retention:

Your records are retained only for as long as necessary in line with professional and legal requirements (typically up to 7 years after the end of therapy, unless otherwise required).

Data sharing:

Your data will not be shared with third parties without your consent, except:

for supervision purposes (with anonymisation);

where there is a legal obligation;

where there is a serious risk to your safety or the safety of others.

Your rights:

Under UK GDPR, you have the right to:
request access to your personal data;
request correction of inaccurate data;
request erasure of your data (where applicable);
restrict or object to processing in certain circumstances;
lodge a complaint with the Information Commissioner's Office (ICO).

Contact:

If you have any questions about how your data is handled, you may contact me using the details provided in this contract.

This document constitutes a public offer.