

Relationship and Couples Therapy Agreement

This agreement is drafted in accordance with GDPR legislation as of May 2018.

Therapist

Pedro Daniel

Psychosexual Therapist and Couples & Relationship Therapist

Registered with the College of Sexual and Relationship Therapists (COSRT)

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Pre- or Between-Session Communication

Signing this document confirms all partners' consent for me to contact you via email, telephone, SMS, Webchat, or WhatsApp Business. If any of you prefer not to be contacted by any of these methods, please specify this at the end of the contract.

My therapeutic relationship is with you as a couple, and maintaining trust, balance, and transparency is essential. While email to all involved partners is the preferred method of communication, there may be times when I communicate with one of you individually by phone, text, or another messaging platform, usually for scheduling or administrative reasons. To uphold the integrity of our work and ensure that both partners stay equally informed, I will send a summary email to all of you after any individual conversation (voice or text). This email will outline the topic of the conversation and its resolution. This method helps prevent misunderstandings and ensures that my neutrality is never compromised.

To protect the integrity of our work together, the content of any individual communication between sessions (via phone, email, or text) is limited to logistical and administrative matters.

- **Administrative Contact:** This covers topics such as rescheduling appointments, clarifying billing, or addressing technical issues for online sessions. This kind of contact is welcome.
- **Therapeutic Contact:** This involves sharing updates about disagreements, discussing feelings towards your partner or the therapy, or revealing personal information relevant to the relationship. The therapy session itself is the only suitable and effective setting for such discussions.

If you share therapeutic information with me privately, I cannot keep it confidential from your partner(s). My role is to support the couple as a whole, and keeping secrets would undermine my neutrality and the trust vital to this process. Therefore, I am professionally obliged to bring up that information or topic in our next joint session.

Session Duration, Frequency and Location

Sessions last 50 minutes unless otherwise agreed. A ring will sound when there are five minutes remaining, helping me to focus on you without distractions and supporting the important concluding part of the session — the summary, review of the therapeutic plan, emotional check-in, and reading the room. It is mandatory to finish the session on time.

Sessions are scheduled weekly, unless otherwise agreed, and will take place at the same day and time each week. Occasionally, I can offer alternative times if any of the partners are unable to attend a specific session.

Sessions can be held either face-to-face at my residence, 5 Falkland Avenue, N11 1JS, or online via Zoom.

Whether in person or online, there is a 15-minute waiting window after your scheduled appointment start time. If you are unable to join within this period and I do not hear from you, we will need to reschedule. If you join within the window, any lost time cannot be added to the end of the session. Please contact me by text, phone, or email if you experience issues with public transport, internet connectivity, or technology.

Whether in person or online, if one of the partners is late, you do not arrive together, or are not online together, you should wait for each other before ringing the bell or entering the Zoom meeting. If an individual session has not been arranged, I should not interact with one partner without the other's presence.

Online sessions

You will receive a Zoom invitation to our session via email beforehand. Each session will have a unique link, waiting room, and password.

For all online relationship therapy sessions, partners must be physically present in the same private room and participate using a single, shared device. This is to maintain the integrity of the therapy. Exceptions for attending from separate locations are infrequent and must be discussed and agreed upon with the therapist beforehand under special circumstances.

In-person sessions

A room with natural light is reserved for therapy. There is also a toilet available exclusively for clients. I am unable to offer step-free access. As I work from home, there may occasionally be household or neighbour noise. I live with two dogs. Please notify me in advance if you need them to be avoided.

Please remove your shoes upon entering. The therapy room has a rug and a wooden floor. I do not have a designated waiting area, but there is a portico with seating available where you can wait. If you arrive early, several coffee shops and a nearby park offer convenient places to wait until the session begins.

Assessment

For relationship and couples therapy, the assessment involves six sessions: two joint sessions, one individual session for each partner, and two concluding joint sessions. In the sixth session, we will review the challenges identified, discuss the relationship's stage of development, and explore tools and skills to support you and your relationship.

I may recommend a minimum number of sessions, but we will evaluate this as we go along.

After therapy concludes, I will recommend a follow-up session in six months and again after one year.

I am available for one-off or a few situational sessions after therapy concludes, focusing on specific concerns or issues that have arisen in the meantime.

Reviews

We will review sessions regularly, either at your mutual request or as needed. None of the partners is obliged to any long-term commitment; you may terminate sessions at any time. However, it is advisable to have a jointly concluding session.

If your needs exceed my capabilities, I reserve the right to end our agreement. This will be discussed during the session, and further recommendations may be provided.

Confidentiality

Your therapy and personal details are kept securely. Information will only be shared with:

- My clinical supervisor, during a verbal meeting, is also accredited by a recognised professional body.
- In the event of my death or mental or physical incapacity, my Professional Executor will contact you to notify you of this. This person is another therapist who follows the same code of ethics.

There are very few situations in which I would feel compelled to release notes, and these almost never involve a request from only one partner.

- Court order: If a judge issues a court order (a subpoena is often not enough), I may be legally obliged to release the notes. This usually happens in serious legal cases, such as child custody disputes, and even then, I will seek to provide a summary rather than the full notes to protect my clients' privacy. Any partner would be aware of this legal process.

- Risk of serious harm: If the notes contain information indicating an imminent threat of serious harm to someone (especially a child or a vulnerable adult) or to the client themselves, I have a duty to breach confidentiality to protect people's safety. This is a report to authorities, not a release to a partner.

As an accredited member of COSRT, I follow their ethical framework and guidelines to ensure all partners receive a professional and competent service. Any work that isn't psychosexual is governed by UK law.

"No secrets" policy

Therapy is most effective when all communication is open. Therefore, a 'no secrets' policy is in effect. This means that any information shared during individual sessions with me will be regarded as part of the therapeutic relationship and may be discussed in joint sessions. While the assessment includes individual meetings, the information gathered may be used to guide the overall direction of our joint work. I will not keep secrets from partners on behalf of others, as this undermines trust and intimacy.

Information I collect about you and how I use it

When you start therapy, I will collect essential personal details from all involved partners for contact and identification purposes. This includes full name, date of birth, email address, telephone number, emergency contacts, and your GP details. During sessions, a verbal assessment of your mental health will be carried out, which may take several sessions. Notes may be taken during these sessions, potentially including personal and sensitive information about your life. These records and assessments are practical and informational records.

I might also create "process notes" for my personal reflection. These notes are solely for supporting the services I provide to you. After reflecting on the therapy session, I will destroy the process notes, but basic details (as mentioned above) and relevant context will stay on file.

Your rights

A partner can request the therapy notes from relationship therapy, provided the other partners agree, by written consent. Any legal privilege or right to confidentiality belongs to the relationship. One partner cannot unilaterally waive that privilege for the other.

Any notes will be factual and brief. If you wish to obtain a copy of some or all the information, please contact me via email using the details provided in this agreement. All partners need to be cc'd in, and a confirmation email must be received from all involved parties. When all partners give their written consent, the data will be sent to you within 30 days.

I want to ensure your details are accurate and up to date. Please let me know if you change your contact information, such as your GP or phone number.

How long do I keep your information for - data retention

Your information is kept only for the time necessary to provide therapy. However, beyond this, I will retain your details and any brief notes for seven years after your therapy ends to comply with my insurers and accrediting organisation.

Sharing of data

There may be times when your information needs to be shared with third parties, such as a medical professional. I will explicitly consult you beforehand, and the data will be transmitted securely.

Security of your data

Information will be stored securely and kept confidential according to the data retention policy outlined above. Clients' details are stored on my encrypted, password-protected work laptop and tablet. Notes are digital. Any physical documentation will be uploaded on the same day and then shredded. I am the only person with access to clients' data.

Lawful basis for processing your information

The legal basis for my collection and use of your information is to provide a contract to you as a registered psychotherapist. As a member of COSRT, I am committed to maintaining a strict code of confidentiality.

Session Payment

Payment must be made by bank transfer at least 24 hours before the session. Session fees are reviewed annually, and I reserve the right to amend the fee charged for sessions, providing you with four weeks' notice. Receipts and invoices are available upon request.

All partners involved in therapy are collectively responsible for the entire session fee, regardless of who makes the payment.

Bank details:

Pedro Daniel Therapy (business account)

Bank Barclays

Sort Code 20-76-90

Account no 23637131

Cancellations

I require 48 hours' notice of cancellation to avoid being charged for your therapy session.

If one partner cancels within the 48-hour window or fails to attend, the full fee remains payable for the scheduled time. In this situation, the remaining partners and I cannot proceed with the session as this was not previously agreed upon with all partners.

Non-attendance

If you do not attend a session without prior notice, the full fee must be paid before booking any further sessions.

Meet each other outside the sessions.

If I see you outside your session, I will not initiate a greeting. This is to protect your privacy and confidentiality. If you choose to greet me, I will respond appropriately.

Social media

I am not allowed to follow clients on social media, in line with the COSRT Code of Ethics. I have four business social media accounts: Instagram (@pdanieltherapy), LinkedIn (www.linkedin.com/in/pdanieltherapy), Facebook (<https://www.facebook.com/share/1K6uW2ozFv/?mibextid=wwXlfr>) and X (@pdanieltherapy). You're welcome to follow me, but I am unable to follow you back. Please do not use the messaging features on these accounts for therapy-related communication. Both accounts show my email address, phone number, WhatsApp Business link, and website, so you can contact me through any of these methods.

Out of hours

I am unable to provide an out-of-hours service. If you are in crisis or danger, contact your GP during working hours or call 111, option 2 (UK only).

Insurance

I hold professional indemnity and liability insurance that covers work internationally, excluding the United States and Canada.

GP

We agree to share necessary information for medical assessment, investigation, and treatment with our GPs if our therapist deems it necessary. If there is any risk of harm, our GP will also be informed.

Name _____	Name _____
GP Name	GP Name
GP Address	GP Address
GP Tel no.	GP Tel no.
GP email address	GP email address

Name _____	Name _____
GP Name	GP Name
GP Address	GP Address
GP Tel no.	GP Tel no.
GP email address	GP email address

Emergency contact details

By signing this contract, we agree that during its term, in case of an emergency, Pedro Daniel, as a psychosexual and relationship therapist, has our permission to contact the person named below.

Client name _____	Client name _____
Name	Name
Address	Address
Tel no.	Tel no.
Relationship to emergency contact	Relationship to emergency contact

Client name _____	Client name _____
Name	Name
Address	Address
Tel no.	Tel no.
Relationship to emergency contact	Relationship to emergency contact

Therapist and Clients Agreement

We prefer not to be contacted by telephone, email, or text - please circle.
We will keep a copy of this contract for our records.

Name	Name
DOB	DOB
Signed (client)	Signed (client)
Date	Date
Tel no.	Tel no.
Email	Email
Address	Address

Name	Name
DOB	DOB
Signed (client)	Signed (client)
Date	Date
Tel no.	Tel no.
Email	Email
Address	Address

Therapist Pedro Daniel	Signed (therapist)
Date	