



YOU WILL BE ASKED TO SIGN THIS FORM AT YOUR INITIAL SESSION AT MĀRAMA COUNSELLING. PLEASE TAKE YOUR TIME WHILE READING AND FAMILIARISE YOURSELF WITH THE TERMS.

Confidentiality Agreement

In order to provide quality therapeutic services, therapists at Mārama Counselling will collect and record personal information relevant to your situation.

Purpose of collecting and holding information

Any personal information gathered as part of your therapy process will be kept securely and in the interests of your privacy, used only by your therapist. Your personal information is retained in order to document what happens during sessions, assisting your therapist to provide a relevant and informed service to you.

Access to client information

You are entitled to access your personal information kept on file, unless relevant legislation states otherwise. If you require access to your information please discuss this with your therapist.

Disclosure of personal information

Personal information gathered by your Counsellor during the provision of services is considered confidential. Confidentiality is maintained for our clients throughout the counselling process. Regardless of age, background etc. this standard is standard procedure and practice for all clients. Your information will not be disclosed to another party unless:

a) You give me permission to tell someone else (e.g your doctor). I will ask for written confirmation of this.

- b) I make a determination that you are a danger to yourself (eg. self-harm or suicide), to others or someone else is a danger to you.
- c) I am ordered by a court (subpoenaed) to disclose information.
- d) The law has been, or is going to be broken.
- e) Abuse of children is a **mandatory** reporting offence which I am bound by law to report.
- f) For supervision and education purposes (in this instance, only basic information will be shared, not names or identifying details about you, the client).

Where confidentiality cannot be maintained, I as your counsellor will take all steps possible to discuss my intentions with you. Please take note, any data collected from questionnaires (for both monitoring and research purposes), will have all identifying personal information removed.

Fees

The cost of a one-hour counselling session with Pokarlla Kiara is \$120, which is payable before the session (via PayPal), or at the end of the session, by bank transfer, cash, eftpos or credit card (Visa, Mastercard or Bankcard). If you would like to pay another way (e.g you have an NDIS plan) please discuss this with me during our session.

What do I do if I cannot attend our appointment?

If, for some reason you need to cancel the appointment, please give your Counsellor at least 48 hours' notice; if you'd like to reschedule your appointment please give 24 hours' notice, otherwise you may be charged for the session. Sessions are precious and our demand is high.

Your signature on this document indicates that you have read and understood this statement, and any questions you have had about this statement have been answered to your satisfaction.

Name of Client: _____

Signature of Client: _____

Date: _____

Signature of Counsellor: _____

Date: _____