

## Client Counselling Referral Form

Please complete the attached form to refer yourself to my counselling service. Alternatively you can complete this form securely online at: [www.counsellingwarwickshire.com/contact](http://www.counsellingwarwickshire.com/contact)

I want you to get the right kind of help, and under some circumstances this will not be my counselling service. Before completing the form please go through the following checks.

- If you are currently experiencing a **mental health or emotional crisis** and in need of urgent help, counselling is not the right kind of support. *Please call the 24 hour Mental Health Matters Helpline on 0800 616 171 and a trained advisor will help you.*
- **Couples counselling** is currently not offered. *Call **Relate** on **01926 403340** for information about couple counselling.*
- I ask counselling clients to **attend regular weekly or fortnightly sessions in person** at one of my clinics in Leamington Spa or Stratford-Upon-Avon. Sessions are held on weekdays and evenings.
- Counselling Warwickshire receives no funding, so we have to charge a fee for the counselling service. The first session fee is reduced to £25, to provide a chance to see if you would like to attend further sessions. Ongoing session fees are between £40-£50 sliding scale depending on circumstances. The exact fee will be discussed at the initial session.

Thank you for completing the check list. You can now enter your personal details in the form below.

Client Name.....	Date.....
Client Address.....	
Client Telephone No.....	Can we leave a message on this number? Yes <input type="radio"/> No <input type="radio"/>
Client Email Address.....	Can we email about counselling to this email? Yes <input type="radio"/> No <input type="radio"/>
GP Name & Address.....	
Availability of Client.....	
Preferred Location for sessions.....Leamington Spa <input type="radio"/> Stratford Upon Avon <input type="radio"/>	
Please explain briefly about your current situation and what you would hope to gain from counselling?	

## Return the referral form

You can now return the completed form by email to [counsellingwarwickshire@gmail.com](mailto:counsellingwarwickshire@gmail.com) or post to: Counselling Warwickshire, c/o Lifeways Therapy Centre, 30 Albany Road, Stratford-Upon-Avon, CV37 6PG.

I will contact you within 2 working days of receipt of this form to arrange an initial session. If I am not able to offer you the right kind of help, I will contact you to refer you to relevant help which is available. If you need to contact me for any reason, you can email [counsellingwarwickshire@gmail.com](mailto:counsellingwarwickshire@gmail.com) or call on 07886082333.

Information about the counselling service is on my website at [www.counsellingwarwickshire.com](http://www.counsellingwarwickshire.com).

## Counselling Warwickshire Privacy Policy Summary

Jenny Yates, owner of Counselling Warwickshire, is committed to respecting and protecting your privacy. My website, [www.counsellingwarwickshire.com](http://www.counsellingwarwickshire.com), is where data can be collected from you through the contact and referral forms – which are SSL protected so fully encrypted, as is the rest of my website.

If you do decide to attend counselling, then I will also hold your personal data in an 'Assessment Details' document form. I will also provide an agreement which is a contract of the terms and conditions of the therapeutic relationship.

For the purpose of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the data controller is Jenny Yates (address available on request).

### *Secure Storage*

Your referral form details or any assessment forms will be stored, kept securely and confidentially in a safe filing system. Any clinical notes that I write about you are saved electronically on a password protected document with a code to anonymise. These notes are deleted 6 months after our therapeutic relationship has ended. Referral and assessment forms will be shredded and discarded at this point.

### *Your Rights*

You have the right to ask to see the information I hold about you. You can ask me to change any information that I hold about you that is incorrect. You have the right to ask me to delete information that I hold about you, which I will do save for that which I have a legal obligation to keep – for example, for my business tax purposes.

### *Complaints procedure*

If you wish to complain about how I handle your data, in the first instance please contact me, Jenny Yates, as the Data Controller at Counselling Warwickshire. If your complaint is not resolved to your satisfaction you can contact the Information Commissioners Office on 0303 123 1113 or via their site <https://ico.org.uk/concerns/handling/>

For further details surrounding the information which is collected from you, please find my privacy policy on the website - [www.counsellingwarwickshire.com/privacy-policy/](http://www.counsellingwarwickshire.com/privacy-policy/)

Please feel free to contact me if you have any questions relating to the privacy policy.

Mobile: 07886082333

Email: [counsellingwarwickshire@gmail.com](mailto:counsellingwarwickshire@gmail.com)