

PRIVACY STATEMENT AND CONSENT

This document forms the Privacy Statement and Consent for MYND ESSENCE Counselling.

What date do I keep and why do I need it?

Name and age - this is basic information that helps me get to know you.

Address, email address, phone number - I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.

Next of kin/medical professional's details - If I was worried that you were at risk then I may need to contact your next of kin or medical professional. If I can, I will let you know when/if I am going to do this.

Session notes - I keep brief notes of our session(s), all personal information gathered during the provision of service will remain confidential and secure except when:

1. It is subpoenaed by a court
2. Failure to disclose the information would place you or another person at risk
3. Your Prior approval has been obtained to
 - a) provide a written report to another professional or agency such as a GP, Lawyer
 - b) discussed the information with another person such as a parent, employer

Your counsellor may want to discuss aspects of your personal information with a senior colleague for clinical supervision purposes. In this situation, all information is de-identified.

Will I share your data and if I do, who will I share it with and for what purpose?

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons. I may have to share it if my notes are subpoenaed by court, if you or anyone you tell me about is at harm or risk of harm I may have to pass this information on. I may also discuss your case during supervision but I only use your first name.

How will I store your data?

Your data is stored in an electronic form and hard copy in a locked filing cabinet. Immediately after the work is finished, I transfer the data with your initials to my password protected computer. Your phone number(s) may be kept in my business mobile phone with your first name and last initial. Only I will access your information.

How long will I store your data for and how will I dispose of it?

I will keep your details and session notes for the time required by my insurer (currently 7 years). After this time I will destroy any document with your personal information and delete your phone number out of my mobile phone.

Fees

The cost of consultation (1 hr) is \$150 payable prior to the session by bank transfer or cash. There are currently Private Health Insurance rebates for Medibank Private, Bupa and AHM.

Bank Details: MYND ESSENCE BSB 062-333 Account 1044 2178

Cancellation Policy

If you need to cancel or postpone your appointment, please give at least 24 hours' notice otherwise, a cancellation fee will apply. This is the cost of the consultation.

Your Rights / Your Privacy

Your rights are outlined in the National Privacy and Personal Information Protection Act 1998.

<https://www.ag.gov.au/rights-and-protections/privacy>.

Your Privacy

The above information forms the Privacy Policy for MYND ESSENCE

Consent

I (full name) have read and understood the above consent form. I agree to the conditions for the counselling service provided by my Counsellor.

(please sign and return via email to info@myndessence.com.au)

Signature: _____

Date: _____