

**The Harley Consultancy**  
**Harley Street \* City of London \* Shoreditch / Hoxton \* Norwich**  
Psychotherapy  
Mindfulness Consultancy  
Executive Coaching

[www.theharleyconsultancy.co.uk](http://www.theharleyconsultancy.co.uk)

**CLIENT DETAILS**

Name

Address

Date of birth

Phone number (m) (and h or w)

Email address

Self funded? / Health Insurance Policy? Policy with...  
Policy renewal date Policy Excess £

Membership number Policy Authorisation No

**IMPORTANT NOTICE**

Sessions are 50 minutes, and are subject to a 48 hour cancellation policy. **Self funded sessions must be paid for at least 48 hours in advance.** If you are self-funding, a variety of payment methods are possible – have a look at the appointments section on The Harley Consultancy’s website. You may also wish to look at the Psychotherapy Services Agreement in the same section, which gives a framework for how to approach these sessions.

Please note that Health Insurance policies normally only cover payment for sessions of psychotherapy that have been attended.

Any policy excess, missed session (booked but not attended (DNA)), or session cancelled with less than 48 hours notice (LATE CANCELLATION), is the responsibility of the client and needs to be settled direct with the Harley Consultancy within 14 days of the session in question at the current session rate (Central London rates are currently £125 per session / Norwich rates are £80).

I confirm I have read the above and agree to these terms.

Signed Date

**PLEASE ALSO COMPLETE THE DATA CONSENT ON THE REVERSE OF THIS FORM**

**Jacky Walker Ltd t/a The Harley Consultancy,  
OFFICE: 7 Rosebay Close, Norwich NR6 6DX**

**Mobile: 07796 904473**

**Email: [consult@theharleyconsultancy.co.uk](mailto:consult@theharleyconsultancy.co.uk) Website: [www.theharleyconsultancy.co.uk](http://www.theharleyconsultancy.co.uk)**

## EU General Data Protection Regulations 2018 (GDPR)

From May 2018, the storage and use of personal data and special category data (previously called ‘sensitive’ data) is covered by GDPR instead of the Data Protection Act, where data is held electronically or where written files are stored in an organised filing system. Although this does not apply to the great majority of the data kept by The Harley Consultancy, we are registered as a Data Controller with the Information Commissioner’s Office and have complied with these requirements.

This means that you need to understand what data is being stored and how it will be used:

1. The basic personal details contained on this form are stored for the purpose of: complying with our obligations under our contract for psychotherapy, managing arrangements for sessions and obtaining payment (such as from health insurers or other third-party funders, where relevant). This form is securely destroyed 12 months after we have finished working together.  
**Lawful basis under GDPR: Contract      Separate consent not required**
2. Brief details of matters discussed during sessions are stored for the purpose of: complying with our obligations under our contract for psychotherapy, managing the therapeutic process, liaison with relevant third parties (including but not limited to supervisory consultation, health insurers or other third-party funders, and requesting further sessions), where relevant. These notes are securely destroyed 12 months after we have finished working together.  
**Lawful basis under GDPR: Contract      Separate consent not required**
3. In exceptional circumstances, where risk of harm to self or others is considered to be present, or the law requires, essential details may need to be shared with medical or statutory departments for the purpose of managing this risk or complying with the law. Specific consent for this will always be sought first, where it is possible and practical to do so.  
**Lawful basis under GDPR: Legitimate Interests      Consent will be sought, where possible**
4. Your name and email address will be stored on The Harley Consultancy’s mailing list for the purpose of keeping you up to date with news, relevant information, offers and events (including but not limited to receiving the occasional Harley Consultancy newsletter).  
You are able to unsubscribe at any time.  
**Lawful basis under GDPR: Legitimate Interests      I would like to opt in: *please initial***
5. Under the provisions of GDPR, you have the right to make reasonable requests in writing:
  - For your personal data to be erased or to no longer be processed
  - For your personal data to be provided in a machine readable format for use in an alternative service. There is no cost for this.
  - For sight of the personal data being held on you. The data will be provided within one month. There is no cost for this. If you believe there is an inaccuracy in the records you can request that they are amended, or add a note of any objections to your records.

**I have read and noted this information.**

**Signed**

**Date**

**Name (caps please)**

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