

PRIVACY AND CONFIDENTIALITY AGREEMENT

One Step Beyond Counselling

Wendy Shippam, Registered Psychotherapist (CRPO)

Protection of Personal Information

Your privacy is taken seriously. Personal information collected during counselling is used solely for the purpose of providing therapeutic services.

Records may include contact information, session notes, and relevant clinical information.

Storage of Records

Client records are stored securely and protected in accordance with professional standards set by the College of Registered Psychotherapists of Ontario (CRPO).

Use of Information

Information collected during counselling will not be shared with third parties without written consent, except in circumstances required by law.

Electronic Communication

Email communication may be used for scheduling and administrative purposes. While reasonable precautions are taken, electronic communication cannot be guaranteed to be completely secure.

Access to Records

Clients may request access to their personal records in accordance with applicable laws and professional guidelines.

Acknowledgement

By signing below, you acknowledge that you have read and understood this privacy policy.

Client Name: _____

Client Signature: _____

Date: _____