

The Practice Rooms  
15-16 Castle Street,  
Exeter, EX4 3PT  
07810 638809

**Richard Clarke**  
**Systemic and Family Psychotherapist**  
**UKCP Registered**

I am registered as a Family and Systemic Psychotherapist, registered with the UK Council for Psychotherapy [UKCP membership number 2011167837].

Privacy statement

In my psychotherapy practice I hold paper records regarding my clients. I hold the records in accordance with legal requirements. In line with my governing body [AFT] I keep the records for seven years and if a child is the focus of therapy, for six years beyond the child reaching the age of 18 years.

I do not use an electronic or digital systems for holding records. However, I may with your agreement, text, WhatsApp or email you during the course of our work together. I will not share contact data with other persons without your permission and knowledge. I follow professional requirements and receive clinical supervision to ensure my clinical practice is of consistent standards of care.

My supervisor is a UKCP registered Family and systemic Psychotherapist and an AFT Approved Supervisor.

In the event that I am ill or incapacitated in some unforeseen manner, my supervisor will undertake to contact my clients and inform them. I therefore request your permission to share your contact details with her. If I am unable to continue working with you, she may be able to advise of alternative therapists or you may look at the UKCP/AFT websites to find therapists in your locality.

It is my usual practice to contact the GPs of my clients to inform them of my involvement – this along with limits of confidentiality is discussed in your first meeting with me.

The only reason I will contact another professional without your permission is if I have reason to think that you or another person is at risk of harm – I will always discuss this with you.

I confirm that I have read, understood and agreed to the above.

I give my permission for you to contact my GP:

Name of GP:

Contact details of GP:

Your name and signature:

Date: