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## Terms and Conditions

Please read carefully the below terms and conditions, sign at the bottom to indicate that you have read and agree, and return the signed form to me. Work on your case will only commence once this form and any other relevant completed forms have been returned.

## Information and Reports

- I have been vetted by the Disclosure and Barring Service
- I am a Registered Data Controller under the Data Protection Act 1998 and am registered with the Information Commissioner's Office.
- I am compliant with the European General Data Protection Regulations 2018. I have a Privacy Policy available on my website and available for you in hard copy if requested.
- .Any personal information given is stored securely and confidentially (details). It is used in a safe and ethical manner in line with EU General Data Protection Regulations, May 2018.
- A copy of the personal information given can be requested in an electronic or paper format. Factual information can be amended or changed if incorrect.
- The information held can be erased upon request. This includes information that is no longer relevant for the original purpose.
- Any report or written information is confidential to you and I may only pass

it to others with your permission. This is without prejudice to any legal requirements or constraints. If the health, safety or welfare of the client, or others, would otherwise be at risk of serious harm then I am obliged to contact the appropriate authority.

- Any report prepared is for use in the context indicated in that report, and you will need permission from the author (myself) before using it in other contexts e.g. court use.
- Any report that I produce constitutes an independent professional opinion.
- I am obliged to keep handwritten notes/record sheets until either the young person reaches the age of 25 or for seven years in the case of adults.
- After all work is completed, hard copies of previous assessments/reports or any other documents will be returned if requested.
- The safety of the young people I work with is paramount and I usually see them accompanied by their parent or guardian. However, on some occasions a young adult will be keen to talk with me privately. In these circumstances I try to help the young adult in question to find a way to share those issues arising with their parent or guardian.

## Payment

- Payment may be made by cash, cheque or direct transfer.
- For assessments fees are payable at the time of the assessment. It is possible on request for fees to be paid in two parts where necessary.
- Completed reports will be made available on receipt of the full fee.
- For therapeutic work fees are payable at the time.
- For private tuition work fees are payable at the time.
- For tuition supported by Disabled Students' Allowance (DSA) the student must provide the necessary paperwork to allow me to claim direct and I will sign my time sheet at the end of each session.
- For contracted private legal work the solicitor or solicitors representing the Party or Parties will take responsibility for holding the funds and for payment of my fee; And that payment will be made within 30 days of the completion and submission of requested work.
- For ongoing educational legal work and consultations, payments will be made on a regular basis as agreed between myself and the client/s. I will regularly issue a statement of hours worked.

## Cancellations

It is appreciated that appointments may occasionally need to be cancelled. Please let me know as soon as possible if this is the case so that I may plan my work accordingly. Unfortunately appointments cancelled within 24 hours or less will be charged at 75% of the fee.

## Unpaid Invoices

Where payment is not received within 21 days a reminder will be issued. A £10 fee is charged for each invoice reminder, plus interest, as set by the Late Payment of Commercial Debts (Interest) Act 1998. Legal Action may be taken as a last resort.

I have read and accept the terms and conditions above.

Signed                  Date

Please confirm that you have read and agree with the above terms and conditions. Enter your name and the date in the boxes above and return the form to me at [naomi@naomiburgess.com](mailto:naomi@naomiburgess.com)

Naomi Burgess  
Educational Psychologist

A handwritten signature in blue ink that reads "Naomi Burgess". The signature is written in a cursive style with a period at the end.