Wrocław, date: .....

Informed consent to audio recording of therapy sessions

Annex to the Therapeutic Contract

This document explains what recording the voice during sessions involves and what the recording will be used for. **Consent is entirely voluntary. Refusing does not change anything in the course of therapy.**

Please read it calmly. You may take the document home and come back to it at the next session. The Psychotherapist will answer any questions before you sign.

1. Parties

CLIENT	PSYCHOLOGIST, PSYCHOTHERAPIST
_____ full name	**Beata Anna Cichy, MA** (nie)możliwe Gabinet Psychologiczny Beata Anna Cichy ul. Bacciarellego 2B, 51-649 Wrocław

Hereinafter, the person receiving therapy is referred to as the “Client” and Beata Anna Cichy as the “Psychotherapist”.

2. Purpose of recording

The recording is used solely for supervision, i.e. consulting the Psychotherapist’s work with a more experienced specialist. Supervision is a professional standard and a mandatory part of psychotherapist certification. Its aim is to help the Client as well as possible.

The recording allows the supervisor to hear the actual course of the conversation, not just an account of it. This makes the supervisor’s comments more accurate and of direct benefit to the Client’s therapy.

This document expands on point 5 of the Therapeutic Contract, under which the Psychotherapist may ask to record a session solely for supervision purposes and the Client has the right to refuse.

The recording will not be used for any other purpose. In particular, it will not be used for training, lectures, publications, scientific research, promotion of the practice or social media.

3. What is recorded and how

Only sound is recorded, i.e. the voices of the Client and the Psychotherapist. No image is recorded – neither in the office nor during online sessions.

1. The Psychotherapist always informs the Client about the recording before the session begins. Recording never takes place without the Client's knowledge.
2. The Client may refuse the recording of a particular session, even after signing this consent.
3. The Client may ask at any time for the recording to be stopped. The Client may also ask for all or part of the recording to be deleted.
4. An in-person session is recorded on a device visible to the Client. An online session is recorded as an audio track only.
5. The recording covers the entire content of the conversation, including information about health, personal life and close persons the Client talks about.

The recording is working material for supervision. It does not replace the Psychotherapist's notes and is not shared outside supervision.

4. Who will hear the recording

The recording or parts of it may be played during individual or group supervision. Nobody other than the persons listed below will have access to it.

Form of supervision	Who listens to the recording
Individual	The Psychotherapist and her supervisor: a certified supervisor or supervisor-in-training of the Polish Psychological Association or the Polish Psychiatric Association
Group	The Psychotherapist, the supervisor and several other psychologists and psychotherapists taking part in the supervision group

All these persons are bound by professional confidentiality and the confidentiality of supervision. They may not record, copy or disclose anything heard during supervision.

Supervision may take place in person or online. The recording is played personally by the Psychotherapist. Participants do not receive a copy of the recording.

The Client may consent to both forms of supervision or to only one of them, by marking the choice in point 10.

5. Confidentiality and protection of identity

The recording is covered by professional confidentiality on the same terms as the whole therapy (points 3 and 4 of the Therapeutic Contract).

- During supervision the Psychotherapist does not give the Client's first name, surname, address, workplace or any other data that would make it possible to identify the Client.
- The recording file is labelled with a code, not with a name or surname.
- If names or other identifying data are mentioned in the recording, the Psychotherapist, as far as possible, skips those fragments when playing it.

A voice cannot be fully anonymised. There is a small risk that a supervision participant might recognise the Client by voice or by the circumstances described. To reduce this risk:

- The Client may tell the Psychotherapist that they know people from the community of psychologists and psychotherapists. The Psychotherapist will take this into account when choosing the form of supervision.
- A supervision participant who recognises the Client is obliged to report it. Playback is then stopped.

For as long as the recording exists, the same exceptions to professional confidentiality listed in point 3 of the Therapeutic Contract apply to it. This is another reason why recordings are deleted as soon as possible.

6. Storage and deletion of recordings

The recording is stored only for as long as supervision requires, and no longer than 6 months from the date of recording.

Issue	Rule
Place of storage	An encrypted, password-protected storage device to which only the Psychotherapist has access
Recording device	The recording is transferred to the encrypted storage device and deleted from the recording device immediately after the session
External services	The recording is not uploaded to public cloud drives, messaging apps, transcription services or artificial intelligence tools
Copies	The Psychotherapist does not make additional copies and does not send the file to the supervisor or supervision participants
Deletion after supervision	Permanently and irreversibly, immediately after the recording has been discussed in supervision
Deletion after withdrawal of consent	Permanently and irreversibly, within 7 days of the withdrawal of consent
End of therapy	All remaining recordings are deleted no later than 30 days after the last session

At the Client's request, the Psychotherapist confirms that the recordings have been deleted.

7. Voluntary consent and withdrawal

Consent is voluntary and is not a condition for starting or continuing therapy. Refusing or withdrawing consent does not affect the quality of therapy, its cost, session dates or the relationship with the Psychotherapist.

1. Consent may be withdrawn at any time, without giving a reason.
2. Consent may be withdrawn in any form: orally during a session, by text message, by e-mail or using the form at the end of this document.
3. After consent is withdrawn, recording stops and existing recordings are deleted within 7 days.

4. Withdrawing consent does not undo what has already been played and discussed in supervision. Nor does it affect the lawfulness of actions taken earlier.
5. Consent may be limited, for example to individual supervision only or to one specified session.

Being aware of the recording may affect the Client's freedom of expression and comfort. If this happens, it is worth saying so during the session. This is important information for the therapy and a sufficient reason to stop recording.

8. Couples therapy and sessions with several people

A session with more than one person may be recorded only if each of them gives consent.

- Each person decides independently and completes and signs their own copy of this document.
- If one person refuses, the session is not recorded. Refusal does not require justification and involves no pressure.
- Withdrawal of consent by one person ends the recording of joint sessions. Existing joint recordings are deleted within 7 days.
- A refusal or withdrawal of consent may also be communicated to the Psychotherapist individually, outside the joint session.

9. Information on the processing of personal data

A voice recording contains personal data, including health data, which is why it requires the Client's explicit consent.

Issue	Information
Data controller	Beata Anna Cichy, (nie)możliwe Gabinet Psychologiczny Beata Anna Cichy, ul. Bacciarellego 2B, 51-649 Wrocław, Poland
Contact	tel. +48 607 108 874, e-mail: psychologniemozliwe@gmail.com
Purpose of processing	Supervision of the Psychotherapist's therapeutic work
Legal basis	The Client's explicit consent: Article 6(1)(a) and Article 9(2)(a) GDPR
Recipients	The supervisor and participants of group supervision, only by listening to the recording
Storage period	Until discussed in supervision, no longer than 6 months from the date of recording; shorter if consent is withdrawn or therapy ends
Transfer outside the European Economic Area	Does not take place
Automated decision-making and profiling	Do not occur
Voluntary nature	Providing data in the form of a recording is voluntary

The Client has the right to:

- access their data, including listening to the recording and receiving a copy of it,
- rectification of data, erasure and restriction of processing,
- data portability,
- withdraw consent at any time (Article 7(3) GDPR),
- lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Stawki 2, 00-193 Warsaw, Poland.

A copy of a recording of a joint session is provided with respect for the rights of the other person taking part in the therapy.

The rules described in this document are based on the GDPR, the provisions on the professional confidentiality of psychologists and the codes of ethics of the psychology and psychotherapy professions.

(NIE) MOŻLIWE

10. Client's statements and decision

I declare that:

1. I have read this document and understand its content.
2. I have had the opportunity to ask questions and have received clear answers.
3. I have had enough time to make a decision.
4. I know that only sound is recorded, without image.
5. I know that the recording may be played during individual or group supervision and that it will then be heard by other persons bound by confidentiality.
6. I know that my consent is voluntary, that I may refuse and that I may withdraw consent at any time without any consequences for the therapy.

My decision (please mark one answer in each row):

I consent to	Decision
Audio recording of my therapy sessions solely for supervision purposes	☐ YES ☐ NO
Playing the recording during individual supervision	☐ YES ☐ NO
Playing the recording during group supervision	☐ YES ☐ NO
Processing of my personal data contained in the recording, including health data, for the purpose and to the extent described in this document	☐ YES ☐ NO

Scope of consent:

☐ all sessions, until withdrawn – I will be informed about each recording before the session

☐ only the session on .....

11. Signatures

CLIENT

Date: .....

legible signature

PSYCHOLOGIST, PSYCHOTHERAPIST

Date: .....

signature

This document has been drawn up in two identical copies, one for the Client and one for the Psychotherapist. It is an annex to the Therapeutic Contract.

Withdrawal of consent

This form is for convenience. Consent may also be withdrawn orally, by text message or by e-mail.

I, ……., withdraw my consent to audio recording of therapy sessions given on ……:

- ☐ in full – please stop recording and delete all recordings
- ☐ only with regard to playing recordings during group supervision

Date: ……

legible signature

(NIE) MOŻLIWE