



Coaching Agreement

This agreement is made on initiation of coaching between the "Client" and Dr James Brown (the "Coach").

1. Purpose of Coaching.

The purpose of this coaching is to help the Client develop and implement strategies to manage their ADHD symptoms and achieve their personal and professional goals.

2. Coaching Sessions.

The Coach will provide the Client with coaching sessions on at a frequency agreed between the Coach and the Client. The sessions will be held virtually via video conferencing. The length of each session will be approximately 55 minutes. The coach will update all notes from each session to a shared folder in a cloud server of the client's choice.

Due to the Coach's ADHD, if a session starts more than 5 minutes late it will have to be rescheduled, at no cost, to help reduce distress for the Coach. Equally, as the Coach also has bipolar disorder, there will be occasions where due to the Coach's mental health it would not be appropriate or effective for the Coach to provide coaching services, and the Client will be informed in advance of cancellations and sessions will be rebooked at no cost.

If a client cancels or fails to attend three sessions, then coaching will be suspended until the client is better able to engage with coaching.

Sessions will be transcribed by an AI system unless clients express a desire for this not to happen.

3. Coaching Fees.

The Coach's fees per session are stated on the Coach's booking website (www.jbhd.uk) and any changes to prices will be communicated in advance and applied only to sessions yet to be booked. The Client will pay the Coach in advance for each session. Any changes in price will not impact contracted or pre-booked coaching sessions, such as Access to Work.

Any sessions agreed upon outside of the Coach's usual booking system must be paid for more than 24 hours in advance or the session will be cancelled to allow other clients to book.

4. Confidentiality Statements.

- i. The Coach will keep all information shared by the Client confidential.



- ii. The ADHD coach will store all personal data collected from the client in a secure manner, in accordance with the General Data Protection Regulation (GDPR).
- iii. The ADHD coach will only collect personal data that is necessary for the provision of coaching services.
- iv. The ADHD coach will not share personal data with third parties without the client's express consent.
- v. The ADHD coach will keep personal data for no longer than is necessary for the purposes for which it was collected.
- vi. The ADHD coach will provide the client with access to their personal data and allow them to correct any inaccuracies.
- vii. The ADHD coach will delete personal data upon the client's request.
- viii. Data is only accessible by employees of JBHD to facilitate any requests for access to or deletion of data.
- ix. JBHD Ltd is registered with the Information Commissioner's Office (ICO) – Reference ZB667435.

5. Termination of Coaching.

Either party may terminate this agreement at any time. The Client is not bound to any minimum number of sessions and has no obligation to inform the Coach of intention to end the coaching relationship. If the Coach wishes to terminate this agreement, termination will be done by giving written notice (email) to the other party. If the Coach terminates the contract before a pre-paid session, the Client will be refunded.

6. Entire Agreement.

This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.