INFORMED CONSENT FORM

Personal Development Support Sessions
Code Sprit Libre

Facilitator:	Code Sprit Libre *Personal Development Facilitator and Mental Performance Mentor*
Client:	_____
Date:	_____

IMPORTANT NOTICE: Code Sprit Libre offers conversation and personal development support sessions. **We are NOT licensed health professionals.** Our services do NOT constitute therapy, psychology, medicine, or any other regulated health service. If you need medical or psychological care, please consult a duly qualified professional.

1. Facilitator Declaration

READ CAREFULLY:

Code Sprit Libre is operated by Luis David Muñoz Ramírez, who explicitly declares:

- **Does NOT hold** a university degree in psychology, medicine, social work, counseling, or any other regulated health profession
- **Does NOT hold** a license from the Ordre des psychologues du Québec
- **Does NOT hold** a license from the Collège des médecins du Québec
- **Does NOT hold** certification from any professional order in Québec or Canada
- His training has been acquired through **independent online study**, without a formal academic degree

My services are NOT regulated by:

- Code des professions (C-26)
- Loi sur les professions

- Loi médicale (M-9)
- Any professional order in Québec

Legal nature of services:

My services are **UNREGULATED personal development conversations**, similar to life coaching or personal mentoring. They do not constitute:

- Psychological therapy
- Medical treatment
- Therapeutic intervention
- Clinical psychoeducation
- Regulated health services

2. Nature of Services Offered

Code Sprit Libre offers conversation and personal development support sessions, including:

- **Guided conversation sessions:** Personal reflection space to explore your thoughts, emotions, and life goals.
- **Personal development support:** Support in your personal growth and self-awareness process.
- **Mental performance mentoring:** Focus and mental clarity tools for traders and professionals (Mental Performance Trading program).
- **Wellness coaching:** Guidance in setting personal goals and overall well-being.

IMPORTANT: These services do NOT include diagnosis, psychological evaluation, medical treatment, or therapeutic intervention of any kind. They are complementary conversation and personal support services.

To better understand your goals and expectations, we will have an initial conversation to get to know each other. The support will end when you decide or when we consider that I can no longer be useful for your goals.

3. Benefits and Limitations

Possible benefits (without guarantee):

- Dedicated space for personal reflection
- Opportunity to explore your thoughts and emotions with an external person
- Focus and mental clarity tools
- Support in your personal growth process

- Different perspectives on life situations

Limitations and considerations:

- During sessions you may experience diverse emotions when reflecting on aspects of your life.
- This process requires your active participation and commitment.
- **Results are not guaranteed** and vary according to each person and their commitment.
- We are not responsible for decisions you make based on our conversations.

4. Service Modalities

Frequency:	By mutual agreement (typically weekly or biweekly)
Duration of support:	Variable according to your goals and progress
Duration of each session:	50-60 minutes
Modality:	Online by video call (WhatsApp, FaceTime, Signal, etc.)

Confidentiality of records:

We maintain basic session records in accordance with applicable personal data protection standards in Quebec (Loi 25). These records are kept securely for a maximum of 3 years after the last contact and only authorized persons have access to them.

5. Online Sessions and Privacy

Sessions are conducted by video call using digital communication platforms. You must understand the following limitations:

Platforms used:

WhatsApp, FaceTime, Signal, Telegram, or other available digital communication platforms. In some cases we may use artificial intelligence tools for note support and summaries. **Note on AI:** Only text notes (never audio or video) are shared, and no personally identifiable information is ever shared. The AI tools used do not retain data after the session.

Session recording:

Sessions are NOT recorded in audio or video. Only text notes are taken during the conversation for follow-up purposes. If in the future it is considered necessary to record a session, your explicit written consent will be required.

Confidentiality warning: Digital communication platforms cannot guarantee absolute confidentiality. By using these means, you accept that there is an inherent risk that confidentiality may be compromised. We take all reasonable precautions, but we cannot guarantee total security.

Your responsibilities:

- Choose a private place without interruptions for sessions
- Use a secure personal device (not public networks)
- Take reasonable measures to protect your information

Technical problems:

If technological problems affect more than 15 minutes of the session, we will reschedule at no additional cost.

6. Fees and Payments

Session fee:	CAD $50 (general sessions) / See Mental Performance Trading program for specific fees
Duration:	50-60 minutes
Payment methods:	PayPal, bank transfer, cryptocurrencies (details available when scheduling)

Payment schedule:	Before or at the start of each session

Cancellation policy:

Cancellation with 24+ hours notice:	No charge
Cancellation with less than 24 hours:	50% fee charge
No-show:	Full charge
Client late:	Session is shortened, full charge
Facilitator late:	Time is recovered or session is rescheduled at no charge

Refund policy:

If for any reason you are not satisfied with your session, you can request a full refund within 7 days. Contact codespritlibre@gmail.com

Note on insurance: These services are NOT tax deductible or reimbursable by medical insurance, as they do not constitute regulated health services.

7. Right to End Support

You are free to end sessions at any time, without needing to give explanations. If you consider it appropriate, we can discuss your reasons and suggest other resources or professionals if necessary.

8. Important Limitations of Our Services

READ CAREFULLY:

- Code Sprit Libre does **NOT offer** crisis intervention services
- We do **NOT offer** medical services
- We do **NOT offer** regulated psychological services
- We are **NOT** therapists, psychologists, doctors, or licensed health professionals
- Our services are **only complementary** and personal support
- They do **NOT replace** in any case a professional medical or psychological consultation, diagnosis, or treatment

If you have concerns about your health:

Consult a duly qualified health professional (doctor, psychologist, social worker, etc.)

In case of emergency:

Immediately contact the emergency services in your region:

- **Medical/police emergencies:** 911
- **Info-Social (Quebec):** 811 (option 2 for social services)
- **Suicide prevention line:** 1 866 APPELLE (1-866-277-3553)

Availability hours:

- Office hours: 9:00 AM to 6:00 PM (Montreal time)
- Response outside hours: Maximum 3 business days
- Contact methods: Email (codespritlibre@gmail.com), WhatsApp, iMessage

9. Confidentiality and Its Limits

Information shared during sessions is treated with confidentiality. However, there are legal exceptions where we may be required to disclose information:

1. **Prevention of violence:** If there is a serious and imminent risk of harm to yourself or others (suicidal ideation, violence plans), we may disclose necessary information to people who can help or to emergency services.
2. **Protection of minors:** If we know or suspect that a minor is in danger or being abused, we are legally required to report it to the Direction de la protection de la jeunesse (DPJ).
3. **Legal obligation:** If a court order or specific law requires it.

10. Transmission of Information to Third Parties

Your information will only be shared with third parties if:

- You give specific written consent
- The law requires it (see exceptions above)

11. Limitation of Liability

By signing this document, you acknowledge and accept that:

- Code Sprit Libre is NOT a regulated health service
- The facilitator does NOT have a license in psychology, medicine, social work, or any other regulated health profession
- Services are complementary and educational in nature only
- **No results are guaranteed**
- You are responsible for your own decisions and actions
- Code Sprit Libre is not responsible for decisions you make based on our conversations
- If you experience a mental or physical health crisis, it is your responsibility to seek immediate professional care

12. Language of Service (Loi 96)

In accordance with the Charte de la langue française (Loi 96), the default language of our services is **French**. If you have chosen to receive the service in English or another language, it is for your own convenience and personal preference. You can request the service in French at any time.

13. Personal Data Protection (Loi 25)

Your personal data is processed in accordance with Loi 25 (Quebec) and PIPEDA (Canada). For more information, consult our privacy policy at: **codespritlibre.com/privacy-policy.php**

Your rights:

- Access your personal data
- Rectify incorrect data
- Request deletion of your data
- Withdraw your consent at any time

Contact for privacy matters: codespritlibre@gmail.com

14. Data Security Measures

We implement the following technical and organizational measures to protect your personal data:

- SSL/TLS encryption for all online communications
- Passwords encrypted with bcrypt algorithm
- Restricted access to personal data (authorized personnel only)
- Encrypted backups
- Communication platforms with end-to-end encryption (WhatsApp, Signal)

In case of data breach:

In case of a personal data breach that presents a real risk of serious harm, we will notify the **Commission d'accès à l'information du Québec** and affected individuals within 72 hours, in accordance with Loi 25.

15. Complaints, Remedies and Jurisdiction

Applicable jurisdiction:

This agreement is governed by the laws of the **Province of Québec** and applicable federal laws of **Canada**. Any dispute will be submitted to the competent courts of Montréal, Québec.

Civil liability:

Code Sprit Libre maintains civil liability insurance to cover potential claims arising from the provision of services.

Complaints and remedies:

Although our services are NOT regulated by any professional order, you have the right to:

- **File a complaint directly with Code Sprit Libre:** codespritlibre@gmail.com. We commit to respond within a maximum of 15 business days.
- **Office de la protection du consommateur du Québec:** 1-888-672-8180
- **Commission d'accès à l'information du Québec:** For complaints about personal data protection — 1-888-628-7092
- **Office des professions du Québec:** If you believe someone is illegally practicing a regulated profession — 1-800-463-5340
- **Consumer Arbitration Tribunal:** For disputes up to $15,000 — no lawyer required

16. CONSENT

By signing this document, I declare that:

- ☐ I have read and understood this document in its entirety
- ☐ I understand the nature of the services offered (conversation and personal development support)
- ☐ I understand that these services **are NOT therapy, psychology, medicine, or any regulated health service**
- ☐ I understand that the facilitator **is NOT a licensed health professional** and that his training was acquired through independent online study, without a formal academic degree
- ☐ I understand that Code Sprit Libre services are **NOT regulated** by the Code des professions or any professional order
- ☐ I understand the possible benefits and limitations of the service
- ☐ I understand the modalities of online sessions and their confidentiality limitations
- ☐ I accept the payment, cancellation, and refund policies
- ☐ I understand the limitations of the services and my responsibilities
- ☐ I understand the exceptions to confidentiality
- ☐ I accept the retention of my data in accordance with the privacy policy
- ☐ I accept the limitation of liability of Code Sprit Libre
- ☐ I consent to the processing of my personal data in accordance with Loi 25 and PIPEDA
- ☐ I understand the security measures implemented to protect my data
- ☐ I am aware of the available remedies to file complaints or claims
- ☐ I accept that the applicable jurisdiction is the Province of Québec, Canada
- ☐ I have had the opportunity to ask questions and all have been satisfactorily answered

Signatures

Client:

Signature

Name (printed)

Date

Facilitator:

Code Sprit Libre

Personal Development Facilitator

Date

> **Submission instructions:**
> This form can be sent by any available digital means. The client will sign digitally or print, sign, and send photo/scan by email to **codespritlibre@gmail.com** as confirmation of agreement.