



Heilpraxis für Psychotherapie im Carlsviertel

Privacy Information & Data Processing

Name & Surname: _____

Address: _____

In accordance with the new General Data Protection Regulations (GDPR), patients receiving treatment at HPC can be assured that their information we will remain confidential. Therapists and employees at the practice are bound by secrecy and will not share your personal data unless they are required to do so by law.

In compliance with GDPR, we are obliged to inform you of what personal data we collect, why we collect it, how we store it, and when it may be shared.

In this document, we explain this process and your privacy rights.

By signing this document, you give full consent to us processing your data in accordance with the guidelines below.

1. RESPONSIBILITY FOR DATA PROCESSING

Data Controller: Michael Rübenach

Practice Name: HPC Heilpraxis für Psychotherapie Dusseldorf

Address: Poststraße 12, D-40213 Dusseldorf

Telephone: 0211/16343499

Supervisory Authority

Country Commissioner for Data Protection and Freedom of Information

North Rhine-Westphalia

PO Box 20 04 44, 40102 Dusseldorf

Tel: 0211 / 38424-0, fax: 0211 / 38424-10

E-Mail: poststelle@ldi.nrw.de

2. PURPOSE OF DATA PROCESSING

Data processing takes place due to legal requirements pertaining to the treatment contract between you and your health practitioner.

For this purpose, we process your personal data (including name, address, telephone number, e-mail address, family and life history), and also your private health data including, but not limited to, anamneses, diagnoses, therapy suggestions and findings that must be documented.

We may also process data received from other naturopaths, physicians, or psychotherapists who have treated you in the past, and who have been released from their obligation to secrecy.

The communication of your personal data is voluntary and at your sole discretion, however, for invoicing purposes, we will require your full name, address and diagnosis.



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The details we keep regarding your health data is also voluntary and at your discretion, but patient history is essential for treatment planning, and if you do not supply us with adequate information about your condition, treatment options will be limited.

3. INTERNET COMMUNICATIONS

To comply with the requirements of GDPR, we use a secure HTTPS connection when connecting to the internet and have Data Protection Contracts in place with our Internet Service Providers such as third-party newsletter providers, online appointment applications, freelancers etc. All email communications are sent via secure servers, and we include an opt-out clause on all newsletters and marketing materials so that you can unsubscribe at any time.

While we make every effort to ensure our internet connections remain secure, we cannot guarantee the security of data transmitted via the world wide web. Servers based outside the EU and mobile terminals such as smartphones and tablets may be open to vulnerabilities beyond our control.

If you choose to communicate with HPC via internet channels, particularly WhatsApp and Facebook Messenger, there are potential data breach risks involved.

You hereby acknowledge that you have been made aware of these risks, and that HPC assumes no responsibility or liability for the loss or misuse of personal data shared in this way.

4. DISTRIBUTION OF YOUR DATA TO THIRD PARTIES

We will only share your personal data with third parties (such as your GP) if it is deemed necessary for the continuation of treatment, and if you have given your prior consent for us to do so.

Exception: In accordance with §14 PsychoGG, we will share your personal data, without prior consent, if necessary in the event of a medical emergency or life-threatening situation.

5. PROTECTIVE MEASURES

We take great care in protecting your personal data, and to maintain privacy and confidentiality, no personal data is stored electronically in our practice rooms.

All sensitive data is stored in off-site data centres maintained by data-processing service providers who have been carefully selected to meet the respective data security requirements of the Federal Republic of Germany.

All members of staff, including freelancers, have signed legally binding confidentiality statements, and are obliged to keep all personal data, including handwritten notes, securely stored at all times. Access to our practice rooms is strictly monitored by our Data Controller Michael Rübenach. Visitors must register and sign in prior to admittance and are at no time left alone in any room where personal data is stored.

6. STORING YOUR DATA

We only retain your personal data for as long as it is necessary to carry out the treatment required. According to legal requirements, we are obliged to retain this data for at least 10-years after the completion of your treatment.



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7. CONSENT STATEMENT

By signing this document, you hereby consent to the collection and storage of your personal data as required for the purposes of treatment, and if you use the Internet to communicate with us, the conditions of Internet communication.

You have the right to revoke this consent at any time in the future, however, if this declaration of consent is revoked, we will be unable to provide further treatments.

8. YOUR RIGHTS

You have the right to receive information about the personal data we hold relating to you. You can also request the correction of incorrect data.

Furthermore, you have the right to request the deletion of your data, the right to restrict data processing and the right to limit data portability.

The processing of your data is based on legal regulations. You have the right to revoke your consent for future processing. You also have the right to complain to the relevant data protection supervisory authority if you believe that the processing of your personal data is unlawful. The address of the data protection officer / supervisor responsible for our practice is listed in point (1) of this consent form.

9. LEGAL BASIS

The legal basis for the processing of your data is Article 9 paragraph 2 lit. h) DS-GMO in Connection with § 22 (1) no. 1 lit. b) Federal Data Protection Act. If you have questions, please contact us.

(Place, Date, Signature of Patient)