

Data Protection

May 2018

The protection of your personal data is important to us. In accordance with EU data protection laws (in Germany DSGVO) we are legally required to inform you about the ways in which this practice collects, uses, and stores your personal data. Furthermore, the information provided in this document lets you know your rights regarding data protection.

1. RESPONSIBLE FOR DATA COLLECTION AND PROCESSING IS:

Name: Katrin Grossmann
Business Name: Compass Counselling Frankfurt
Adresse: Schiller Strasse 30-40 60313 Frankfurt am Main
Contact: info@compasscounselling.net

In the Bundesland of Hessen the Data Protection Officer is

Prof. Dr. Michael Ronellenfitsch
Gustav-Stresemann Ring 1
65189 Wiesbaden
Telefon: 06 11/140 80
Telefax: 06 11/14 08-900
E-Mail: poststelle@datenschutz.hessen.de
Homepage : <http://www.datenschutz.hessen.de>

2. PURPOSE OF DATA COLLECTION AND PROCESSING

Data processing takes place in accordance with legal guidelines to ensure best practices between you and your practitioner. In order to provide counselling services in accordance with best practices, Compass Counselling collects, uses and processes your personal data, specifically information pertaining to intake, diagnosis and treatment plans established by us or other practitioners such as medical doctors or mental health professionals. Other practitioners such as medical doctors or other mental health practitioners that you are seeking treatment from may provide us with information pertaining to your person. The exchange of this data takes place solely for the purpose of treatment. If information is not adequately shared, best treatment cannot be guaranteed.

3. POSSIBLE DATA RECIPIENTS

Compass Counselling has always collected and used personal information relevant to its clients with strict adherence to confidentiality. Transference of clients' personal data takes place only after a conversation with the client about the relevance of information exchange and signed consent from the client. The nature of the data exchanged pertains to the best treatment of the client. Recipients of data (after written consent form the client has been obtained) may be the client's medical doctor, other mental health practitioners, private health insurance providers (if these are covering the fees for services). Furthermore, for purposes of invoicing, Compass Counselling uses your personal data in the accounting software FastBill.

4. DATA STORAGE

We keep and store your personal data for the duration of your actual treatment and then, off site in a secure location, for 10 years past termination of services. This is in accordance with the regulation for mental health practitioners.

5. CONSENT

If we enter into a therapeutic relationship, you will be asked to sign this form. Your signature is voluntary, but it gives Compass Counselling consent to collect, store and process your data for purposes of your treatment. You have the right to withdraw your consent, however, please note that this withdrawal functions only in future instances, as in order to provide best services to you, we require your personal information. Should you withdraw your consent, continuation of services is not possible.

6. ADDITIONAL CONSENT

You consent to receive session confirmation emails from Compass Counselling. You also give consent to have your data passed on to the accounting software FastBill, used by Compass Counselling to process invoices.

7. YOUR RIGHTS

At any time, you have the right to access your personal data stored at Compass Counselling. You also have the right to correct any data that you see incorrectly processed. Under specific circumstances you also have the right to request the destruction of your personal data, the right to limiting the use of you personal data, and the right to refuse data transference to other organizations. .

The processing of your personal data takes place in accordance of legal precedents. If you feel that your data is not being appropriately handled, you have the right to consult the data protection officer for the Bundesland Hessen at the contact information below.

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8. STATUTES

Statute for the processing of your personal data in Germany is Artikel 9 Absatz 2 lit.h) DSGVO and Paragraf 22 Absatz 1 Nr. 1 lit. b) Bundesdatenschutzgesetz.

Please do not hesitate to ask should you have any further questions.