

## **Privacy:**

### **- Contact details**

I keep my your contact details and my notes on paper. No details will not be passed on to third parties, without prior written consent. Nothing is stored digitally. You are required to show your ID card, passport or driver's license due to a healthcare provider contract.

### **- Personal File**

I am required by my professional body, health insurance and the law to keep a file. I use handwritten notes on paper for the individual sessions plus a treatmentplan. This file is not stored on a computer. The file is stored in a locked cupboard in the practice for as long as the law requires of me (20 years after the last session).

### **- Right to View and Amend**

Everyone has the right to know what data, about them personally, is stored. You also have a right of access to and to make adjustments in that data. You determine whether and, if so, which information may be passed on to third parties. Certain data can only be shared with third parties with written permission (e.g. GP). I am obliged to comply with intervision and supervision guidelines; I share anonymously, current case details to ensure my own professionalism and growth. To reflect upon myself and my own internal processes. Confidentiality is mandatory for each party. There are however situations where professional secrecy must be breached, for example when domestic violence or child abuse is suspected. This is then discussed openly together.

### **- Billing**

At the end of each session you will receive a paper invoice. Each invoice contains your name, address and a session date. This is necessary for the health insurer and tax authorities. A paper copy of every invoice is preserved. The invoices are kept in a locked cupboard and are only accessible by Rachamim and accountant. All payments are made by bank after you have received an invoice. That means that my bank statements contain your (last) name as you enter it.

### **- e-mail**

Emails about general matters such as date, confirmation or change are handled via de website and do not come into a file. Content is verbally entered into and written in note form in the file.

