

Privacy protection

Version from May 27, 2024

The purpose of this privacy policy is to inform you, as my client, about my handling of your personal and sensitive data collected in my practice.

Only those data are processed which are related to the therapeutic treatment or which are relevant for an information about possible offers. These are exclusively data that I have recorded with your consent, that you have sent to me or that can be found in publicly accessible directories (telephone directory, etc.). This can be general data about you (name, address, telephone number, etc.), information about your health, about the course of your illness, diagnoses that have already been made and, if applicable, other data that you have transmitted to me because of the treatment (patient files).

This data is collected, stored and processed exclusively in your patient dossier, or in the dossier required for administration, in particular in the software required for billing in accordance with Tarif 590. In these two storage locations, all processing steps carried out on your data, including the responsible persons, can be traced.

I will only pass on your personal data to persons or areas of my practice who need them to fulfill contractual and legal obligations. These are informed about the applicable data protection rules and are obliged to comply with them.

Further persons or institutions (insurers etc.) will only be given access to your data or parts thereof with your explicit consent. Exceptions are judicial orders or the enforcement of justified claims on the part of the practice.

If your data is collected and processed physically, it will be stored in a lockable room or cabinet that is not accessible to unauthorized third parties. Electronically collected data is stored securely (firewall, password, etc.).

Unless cantonal or other legal regulations state otherwise, your data collected by me will be deleted twenty years after your last consultation in my practice.

With your consent, written communication between my practice and you take place unencrypted by e-mail, SMS or post.

As a current or former client, you can request a duplicate of all your data collected by me in a common electronic format at any time. The notes I take during the session will not be handed over. If I need to use extracts of these (only with your explicit consent), these reports will be sent to you as a PDF file or in paper form. As a rule, the data will be handed over to you free of charge and within a maximum of 30 days.

Responsible for all questions related to the processing of your personal data and exercising your rights, is the therapist responsible for you.

I hereby confirm to abide by the following rules according to the Data Protection Act and Data Protection Ordinance.

Monika Gloor
Praxis für Kunsttherapie
Farbenweg
Weidenstrasse 50
4143 Dornach

