

# Privacy Policy – Praktijk Sie

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## 1. Introduction

This Privacy Policy is intended to inform you about your rights and our obligations, which apply under the European data protection legislation . We process your data in order to respond and treat your request for care. In this document we want to provide clear and transparent information about how we handle your personal data.

Praktijk Sie abides to the laws governing the protection of personal data, including the General Data Protection Regulation (GDPR). Besides this general privacy act apply specific rules apply in the Dutch healthcare system. These rules are stated in the Medical Treatment Contracts Act (WGBO). This implies that we:

- Process your personal data in accordance with the purpose for which it was provided, these goals and the type of personal data are described in this Privacy Policy;
- Processing of your personal data is limited to data that is minimally required for the purposes for which they are processed;
- Ask for your express consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Do not transmit personal data to other parties, unless we have your specific consent;
- Are aware of your rights regarding your personal data.

If you have question after reading our Privacy Policy, you can contact Praktijk Sie using the contact details at the bottom of this document.

## 2. Obligations of Praktijk Sie

Praktijk Sie processes your personal data for the following purposes:

- Primarily for provision, and support of health care
- Secondly for the following purposes:
  - Administrative and financial settlement of the contracted care;
  - Reports for quality improvement(pseudonymised);
  - Scientific research (pseudonymised).
  - Information exchange between the practice Sie, and connected 3<sup>rd</sup> party healthcare practitioners

For the above objective(s) we ask for and process the following personal data:

- First name and surname;
- Phone number;
- Address data

- E-mail address;
- Gender
- Date of birth
- BSN number
- Health insurer and customer number
- Medical information regarding Basis GGZ or SGGZ care request

Your personal data will not be archived for longer than is necessary for required care, or as is required by law. For medical data this archive period is 15 years (from the last treatment), unless longer storage is necessary (e.g. for the health of yourself or your children). Financial data is kept for a maximum of 7 years for the duration of the agreement and thereafter.

### **3. Your rights as a client**

With regard to your personal data, you have the following rights:

- the right to know whether personal data is processed by you;
- the right to inspect and copy the data that is processed (insofar as the privacy of another person is not harmed);
- the right to request the correction, addition or removal of your data;
- the right to block the provision of your data to third parties ;
- the right to request the deletion of your medical file. This can only be met if the retention of the data for another is not of considerable importance and the data must not be retained on the basis of a statutory regulation;
- the right to add your own statement (of medical nature) to your file;
- the right to oppose the processing of your data.

If you wish to exercise your rights, you can contact your care provider or the office manager of Praktijk Sie .

### **4. Providing your data to third parties**

The care practitioners and employees of Praktijk Sie have the obligation to treat your personal data confidentially . This means, e.g. that the healthcare provider needs your explicit consent for the provision of your personal data. There are, however, some exceptions to this rule. Based on the general Data Protection Act (now the General Data Protection Regulation) and other legal regulations, the care provider's duty of confidentiality can be breached if there is a serious risk to your health or that of a third party.

We never pass on personal data to other parties with whom we have not entered into a processor agreement. We have secured confidentiality arrangements to ensure the security of your personal data with regard to the website of Praktijk Sie, and the Electronic Patient Dossier. Furthermore, we will not provide the information provided by you to other parties, unless this is legally required and permitted. We may only share personal data with third parties if you expressly give us written consent.

We do not provide personal data to parties which are located outside the EU.

## **5. Minors**

We only process personal data of minors (persons under 16 years of age) if written permission has been given by the parent, caregiver or legal representative.

## **6. Security**

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who can take note of your data on behalf of Praktijk Sie are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems;
- We pseudonymise and ensure the encryption of personal data if there is reason to do so;
- We make back-ups of the personal data in order to be able to repair these in case of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

## **7. Questions, and complaints**

If you have questions or complaints related to the processing of your personal data, we ask you to inform us directly. You always have the right to file a complaint with the Dutch Autoriteit Persoonsgegevens, this is the supervisory authority in the field of privacy protection. Finally, you can appeal to the civil court.

If you have any questions or comments about our Privacy Statement please contact us!

### **Contact details:**

Practice Sie - Health Center The Entrance  
Geert Groteplein 42A, 1813 BM Alkmaar  
Tel: 06 52620075  
E-mail: [info@sie.zorgring.nl](mailto:info@sie.zorgring.nl)  
www [PatriziaSie-Psycholoog.nl](http://PatriziaSie-Psycholoog.nl)

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PO Box 93374, 2509 AJ The Hague  
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