



Moving Balance

Drs. J.M. Spatharakis

Psychologist NIP, GZ, BIG Reg.
EMDR Practitioner Europe
EMDR Consultant Europe
Body Oriented Psychotherapist
CRM Therapist

The General Data Protection Regulation (GDPR) requires Moving Balance to specifically ensure it complies in terms of protection of privacy, that only necessary personal data is recorded and kept, and that processing, access control and securitization protocols are in place to protect use (processing) of, and access to personal data.

Privacy Statement (GDPR compliance)

This Privacy regulation statement provides clarity regarding the processing and use of personal data and associated material within the operational sphere of Moving Balance, based on compliance with the EU General Data Protection Regulation (GDPR).

Application

This privacy statement applies to the following categories of individuals:

1. (potential) clients
2. visitors of the practice
3. visitors of my website (<https://www.movingbalance.com/>)
4. associates (supervisors, trainers etc.)

Processing of personal data

Personal data are all data that can be traced to a specific person (not to an organization, association or company). We distinguish them in ordinary and special personal data. Ordinary personal data provide factual information about a person (e. g name, date of birth, gender, nationality, Sofi-number/BSN, current address, contact details etc.). Special personal data concerns data of a sensitive nature (e.g. information related to your mental and physical health, family history etc.).

The practice collects-processes personal data

- that the client has provided to the practice with, either in person (orally or via forms), or by telephone, or digitally (via e-mail or web forms on the website)
- that referrers or other care providers have submitted to the practice under the written permission of the person concerned
- via audio recordings when the client involved has signed a written permission

Legal basis

The practice processes personal data under the following legal grounds:

1. The written consent of the (former or current) client. This permission can always be withdrawn for the future, without this affecting the lawfulness of the processing of the data collected before the withdrawal
2. Aiming to attend to a treatment plan and goals set in collaboration with the client
3. A legal obligation, such as the obligation to keep records (according to the WGBO- The Act on the Medical Treatment Agreement and NIP)
4. A legitimate interest, such as the use of contact information for inviting a meeting or being paid for my services.

The basis for this personal data is the agreed request for help and / or assignment.

Special personal data are stored digitally and encrypted, in accordance with the rules of the WGBO and NIP

Provision to third parties

For example, the practice may use a third party for:

- The internet environment of the GDPR program (to safeguard the privacy of your data)
- Taking care of the invoicing
- Reporting the tax in connection with my business operations.
- Dealing with administrative tasks and referring my clients in case of death of Mattea Spatharakis or severe incapacity-injury to handle the tasks of the practice.

The practice never passes on personal data to other parties with whom the practice have not entered into a processor agreement. The processing agreement contains the necessary agreements to ensure the security of your personal data. Furthermore, the practice will not pass on the information provided by you to other parties, unless this is legally required and permitted. The practice will always share special personal data in accordance with the rules of the WGBO and NIP.

Storage period

The practice does not store personal data longer than necessary for the purpose for which it was provided or required by law. This means:

- Psychological/medical data: at least 15 years after the end of the treatment agreement
- (financial) administrative data: 7 years after recording the data

Security

The practice has taken appropriate technical and organizational measures to protect your personal data against unlawful processing.

Rights concerning your data

You have the right to inspect, rectify or delete the personal data that the practice has received from you (the deletion can be requested after the expiration of the “storage period” mentioned above). In any case, the right to request any correction or removal does not apply to the findings/conclusions which are the psychologist’s professional responsibility.

1. You, also, have the right to have your data transferred by the practice to yourself or, by order of you, directly to another party. Mattea Spatharakis will ask you to adequately identify yourself before she can respond to the aforementioned requests.
2. You always have the right to withdraw your consent to the practice to process your personal data in the future without this affecting the lawfulness of the processing of the data collected before the withdrawal.

Complaints

If you have a complaint about the processing of your personal data, Mattea Spatharakis kindly asks you to contact her about this primarily in hope that we can come to a solution together. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Changes to privacy statement

The practice can always change this privacy statement. A current version of the privacy statement is published on the website of the practice (www.movingbalance.com). Our network of colleagues is accountable for keeping each other updated on any important changes.

Ask

If you have any questions or comments about this Privacy Statement, please contact Mattea Spatharakis.

Contact details

Moving Balance
Joseph Haydnlaan 101, 2324AR, Leiden
Phone number: +31(0) 715133731
E-mail: info@movingbalance.com

Informed consent (EU-GDPR)

I.....,born on , with ID/passport number.....and with BSN/Sofi -number.....state the following:

1. I give my explicit consent to J.M.Spatharakis, owner of Moving Balance (KVK-nr: 28-064053-000) for the collection, processing and maintenance of the following personal data:

Name, gender, date / place of birth, nationality, marital status, home address, telephone number, e-mail address, copy of valid identity card or passport or residence permit details, Sofi-number (BSN), insurance institution's name and registration number, bank account details , name and address of my family doctor or other doctors attending my situation, data that relate to my family history, medical history, as well as any other ordinary or special personal data that will come up during the treatment or needed for the compliance with administration/tax obligations of the Moving Balance.

2. I have been informed that any of my personal data which are strictly necessary for the purposes of data-privacy-security updates, consultation and financial management (e.g invoicing, payment taxes etc.) will be forwarded to the co-operating with Moving Balance firms and I expressly give my consent to this. This does not include whatever special data is covered by the confidentiality obligation under WGBO and NIP and which require a separate written consent (e.g informed consent for audio recordings). I have been informed that my personal data are being kept digitally and encrypted by J.M.Spatharakis in accordance with the rules of WGBO and NIP. I expressly consent that all invoices issued by Moving Balance will be sent to me via standard - not encrypted - email. My e- mail address that will be used for that purpose is the following: info@movingbalance.com

3. I have been informed and consent that my personal data will remain in possession of Moving Balance as such:

- Psychological/medical data: at least 15 years after the end of the treatment agreement
- (financial) administrative data: 10 years after recording the data

4. In case of death or incapacity of J.M.Spatharakis, I have been informed and consent that my files and information will be handled, under the same rules of confidentiality, by the appointed by her administrators Despoina Kairi and Petra Bergisch (PBM Administratie).

Joseph Haydnlaan 101 2324 AR Leiden Tel. +31.71.5133731

info@movingbalance.com www.movingbalance.com IBAN NL94 INGB 0003 0015 45 t.n.v. Moving Balance, Leiden
BIG Registratie: 69060268525 AGB (Praktijk) 94.002011AGB (Pers.) 94.002422 K.v.K.: 28-064053-000

5. I have taken note of my right to have access at all times to my personal data held by J.M.Spatharakis, to be informed of their retention or deletion, to request their correction, and to request their removal after the preservation period (paragraph 3 hereof). Any request regarding the maintenance / processing / correction / deletion of my personal data may be in writing at the e-mail address:
info@movingbalance.com

Signature:

Date: