



## Privacy statement

I, Maria Voskuilen, Vitality psychologist, find it very important to handle your information carefully. Therefore, this privacy declaration is in accordance with applicable laws and regulations, including the General Data Protection Regulation (GDPR).

In addition, Maria Voskuilen is a member of the Dutch Institute for Psychologists (NIP) and the Association of Integral Vitality Science (VIV). I adhere to the professional code of the Dutch Institute for Psychologists (NIP) <https://www.psynip.nl/uw-beroep/beroepsethiek/beroepscode/> and the professional code of the Association of Integral Vitality Science (VIV) <https://vivnederland.nl/wp-content/uploads/2019/03/03.5000-v2019-001-Beroepscode.pdf>.

### Your file

Law requires psychologists to start a file. In this file all necessary information is documented to give good care and service, and for administrative purposes. I will store this information for twenty years, in accordance with legal agreements.

### Your rights

You as client, have the right to see or receive a copy of the information in your file. If you find factual untruths in your file, then you can ask me to change or add information. If you don't agree with the information in your file, you can request me to add a declaration of your own (your opinion or point of view) to the file. You also have the right to request me for annihilation of, (or parts of) your file. For all rights, in principle I will adhere to your request. Only when I feel interests of others are being harmed, I can (partially) reject your request.

### Confidentiality

As a psychologist I have the duty of confidentiality. This means consultation and feedback with third parties, will only happen in your presence and with your consent. This is conforming the used code of NIP (Nederlands Instituut voor Psychologen).

### Reporting code 5

I have, like any other professional who offers individual clients help, care, support or any other form of guidance, a legal professional secrecy. If domestic violence or child abuse is suspected, there is a duty to report, and I can, if necessary, break the legal professional secrecy. I follow the basic reporting code of the government, which are the following steps:

- 1) map signal
- 2) ask advice from "Veilig Thuis" (Dutch association for a safe home)
- 3) conversation with client
- 4) careful consideration



5) report to Veilig Thuis <https://veiligthuis.nl/>

During the process of following the steps, the professional secrecy will be respected as much as possible. Only, when necessary, for the safety of the involved, I will deviate from it.

### **Personal Data**

Personal Data I collect; I use for administrative purposes (handle payments) and for implementing our cooperation (call or e-mail if this is necessary to be able to perform my services and to provide the right services). I also analyze anonymized the search behavior on my website, to improve my website and tailor the offer of products and services for potential interested clients.

For above purposes I can ask you for the following personal data:

- First name
- Last name
- Address
- Phone number
- Date of Birth
- Mail address
- Gender
- Information about your health
- Billing information

### **Security**

I took appropriate technical and organizational measures to protect personal data for unrightful use, such as:

- A username and password for all systems.
- SSL certificate.
- Back-ups of all personal data, to restore this by physical or technical incidents.
- Regularly testing and evaluation of security measurements.
- Processing agreement with financial administrative support (accountant).

### **Use of cookies**

My website makes use of only technical and functional cookies, and analytical cookies who do not breach your privacy. A cookie is a small text file which is stored to your computer, tablet or smartphone during the first visit to this website. The cookies used by my website are necessary for the technical operation of the website and your ease of use. They make sure the website operates properly and maintain for example your preferences. I can also optimize my website with this.

You can sign out for cookies by setting your browser to not save cookies anymore. You can also delete all previously saved information, in the settings of your browser.



### Questions

The protection of your data is taken seriously by me, and I take appropriate measures to avoid abuse, loss, unauthorized access and unwanted disclosure of your data. If you have any questions, remarks or complaints about this, please contact [info@mariavoskuilen.nl](mailto:info@mariavoskuilen.nl)

Kind regards,

Maria Voskuilen, Vitality psychologist

### Contact details

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