



I, _____
Client's first name and last name

hereby consent to the employees of _____
processing my personal data for the purpose of counselling (Art. 4 No. 2 GDPR), as listed
in Section 2 of the notes on data processing. I have voluntarily provided this information
to the person providing counselling or I have had it provided by my lawyer, who was
previously mandated by me, or by an institution or doctor's surgery that referred me. The
collection of personal data is only for the purpose of counselling on special protection
needs and is never done without a reason. The employees of _____
are subject to a duty of confidentiality.

For further information, please refer to the enclosed data protection information.

I have been extensively informed about the legal requirements and rights regarding data
protection.

Place

Date, Signature

You can revoke or change this expression of will at any time.
In this case, please inform us in writing.

Notes on data processing (for clients) according to Art. 13, 14 GDPR

Dear Client,

The duty of confidentiality and data privacy are extremely important for our counselling. We require some personal data to carry out your counselling.

We handle your so-called personal data in a particularly responsible way. According to the EU General Data Protection Regulation, we are obliged to inform you of the purpose of the data collection, the storage and the forwarding of your data. Your rights include access to processing (Art. 15 GDPR), correction of incorrect data (Art. 16 GDPR), erasure of data that is no longer required (Art. 17 GDPR), restriction of processing (Art. 18 GDPR) and objection to processing (Art. 21 GDPR).

1. Data processor

Name: _____

Address: _____

Contact data: _____

2. Purpose of data collection and processing

At the beginning and in the course of counselling on special protection needs, we collect various data about you and your health. This is necessary in order to provide counselling that meets the standard. The collection of personal data only serves the purpose of counselling and support in the implementation of special needs and is never done without a reason. Of course, only those data are collected that are necessary for the counselling. Data protection regulations are observed.

We would like to request your permission to collate the following personal data:

- Your name, first name, date/place of birth and nationality
- Home address, telephone number
- Your residence status, file number and other official classification identifiers
- How we can communicate with you (your linguistic knowledge)
- Documents, including scanned documents (e.g. identification documents, administrative notices) which you are providing us with for the purpose of the counselling and your correspondence with third parties (authorities, charitable organisations, lawyers) to the extent that they are required for this matter.
- The data to be collected also includes therapy reports, medical certificates, doctor's letters and protocols that we prepare ourselves or that other psychotherapists/doctors make available to us.

3. Recipients of the data

Counsellors and psychotherapists are subject to the duty of confidentiality. We only pass on your data to third parties if this is permitted by law and you have expressly consented to the transfer (release from confidentiality).

4. Data storage

We only keep your personal data for as long as is required for the implementation of the treatment and the counselling.

All personal data and documents are kept, in line with legal requirements, for ____ years after your last appointment. Your data are protected by suitable technical and organisational systems.

5. Your rights.

In principle, you can revoke this release from the duty of confidentiality at any time. You have the right to obtain information about your stored personal data at any time. If you notice any discrepancies, you can immediately request the correction or deletion of incorrect data.

You have the right to complain to the competent data protection supervisory authority if you consider that the processing of your personal data is unlawful.

The address of the supervisory authority responsible for us is:

Name: _____

Address: _____
