



## Declaration on the protection and processing of personal data

On the basis of Act No. 110/2019 Coll. About the processing of personal data I inform you about how I work with your personal data.

### Who manages personal data?

The administrator of personal data is Mgr. Ondřej Toth, permanently at Karolíny Světlé 18, Olomouc, 779 00, Czech Republic, ID 03825361. I manage the website [www.ondratoth.cz](http://www.ondratoth.cz), e-mail [psycholog@ondratoth.cz](mailto:psycholog@ondratoth.cz), mobile phone +420731053469 and data box rvy86dx.

### What personal data will I process?

- These are the data that you yourself tell me during our work. It will be information about you, your family, or your children. During meetings, I take notes on paper to better orient what you are telling me.
- Consent to the processing of personal data is unequivocal, voluntary and revocable at any time,. I can shred all notes about you the same day in in front of you.
- If you wish, I can work with you completely anonymously and I will not have any agenda for you, nor do I have contact at you. If you want it, just ask for that.

### Who will have access to your personal data?

- Only I have access to your personal data.
- You also have access to all my records that I keep about you.
- For more, see the part on sharing information with other parties.

### How is your personal data secured?

- Written materials (notes from therapy) are stored in your folder in a lockable cabinet. We lock the office and the house we live in has an alarm system.
- Your information in data form is secured on your GSuite account. Google guarantees the security of this data.
- If I send information about you by e-mail, I will always send you a copy of this information. I am sending encrypted data.
- My computer and mobile are password protected.
- I only use official and legal software.
- If I work from home (for example online work), I am always alone in the room.

### How long do I process your personal data?

- I always shred my notes about our cooperation no later than 4 months after the end of our cooperation. If we have not formally terminated the cooperation, I will shred it no later than 3 months after our last meeting.
- I shred accounting documents after 4 years. (invoices, receipts, income documents, etc.)
- If our cooperation is tied to a project, I shred the data after 5 years.

### Will I share or pass on your personal data to other parties?

- Your personal data is safe with me and I will not share it anywhere. Confidentiality is a great value to me. At the same time, there are more exceptions, which I deal with in the next points.



- I transfer information about you only on the basis of a signed Tripartite Agreement on the transfer of information
- As a psychologist, I work under regular supervision and undergo continuous education. If I talk about your case during supervision or training, I will talk in such a way that my colleagues do not recognize you. At the same time, my supervisors are also bound by confidentiality.
- If our cooperation is implemented through a project or in cooperation with some organization and I have to report, for example, your name or some kind of report, I will always tell you and clarify the content of the transmitted information.
- In the event that I am obliged to break my confidentiality due to the obligation to report or the obligation to prevent a crime, I will inform you immediately. In this case, I must then inform the law enforcement authorities. (§ 367 and § 368 of the Criminal Code)
- If I work with your child (and you are not with us at the meeting), then always with him
- I clarify what information parents can get. Your child can have a secret with me and I will fully respect it. I am asking you for the same.
- If I work with several individuals from the family system, the rules for passing on information are as follows:
  - Adults have access to children's information (for children under 18 years of age).
  - An adult does not have access to information about another adult.
  - The child does not have access to information about adults.
  - I can say „With whom and when do I meet“, but I keep the content as confidential.

## What are your rights?

In accordance with applicable law, you have the following rights:

- You have the right to see what information I keep about you.
- You have the right for me to edit the information I hold about you at your request (Unless, of course, it is a report that I prepare for another organization, a court, etc.).
- You have the right to withdraw your consent to the storage of your data at any time, and I will immediately delete and shred all your data.
- You can take your notes from me at any time and pass them on to someone else.
- If you believe that there has been a violation of legal regulations in connection with the protection of your personal data, you have the right to file a complaint with a supervisory authority. The supervisory authority in the Czech Republic is the Office for the Protection of Personal Data.

These policies apply from 20/11/2022.

Thank you for taking the time to clarify how I process your personal data.

This document is drawn up in duplicate, one of which I keep in my folder and the other is for you. By signing, you confirm that you have read the terms and conditions and that you agree with them.

In \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_