



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, e-mail psycholog@ondratoth.cz, mobile phone +420731053469 and data box rvy86dx. If you have any questions during the processing of your data, you can contact me at the above e-mail.

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.
- **If we use the DeePsy system**, I will introduce you to the rules on a separate document.

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.
- 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 and I only use official and legal software.
- If I work from home (during 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 **4 months** after the end of our cooperation. If we have not formally terminated the cooperation, I will shred it **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
- If I send information about you to another party, **I will always send this information to you. I am sending encrypted data.**
- **If I am actively working with both parents and one requests a message from me, I will also send this message to the other parent.**



- 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 statement, I will always tell you and clarify the content of the information being transmitted.
- If I am **obliged to break my confidentiality** due to the **reporting obligation** (Section 368 of the Criminal Code) or the **obligation to prevent a crime** (Section 367 of the Criminal Code), I will inform you immediately. If I suspect that I am working **with a child at risk**, I will **report this to the OSPOD** (Section 10 of the ZSPOD).
- If I work with your child (and you are not with us at the meeting), I always clarify with him what information the 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 would find that a child is in danger (eating disorders, suicidal thoughts, serious self-harm, severe bullying, severe depression, etc.), I will pass this information on to the parents.
- 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 communicate "who I see when", not the content of the meeting.

If I do not have your consent to transfer information and someone contacts me?

- If **OSPOD, the court and the PČR** contact me, I will answer whether I cooperate with you and in which frequency. If they ask specific questions, I must answer them.
- If a **school, psychologist, other institution, or expert** approaches me, I will apologize and say that I cannot tell him whether we work together, as this information is also 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 1/7/2025.

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 Olomouc date _____

Name and first letter of surname _____

Signature _____