

Information Sheet on Data Security and Data Protection at the Psychological Counselling department of psb

In order to meet our documentation and retention requirements and to ensure the provision of ongoing counselling, psb collects and stores data (including contact details, the name of the higher education institution and the degree programme, categorised problem areas) at the Psychological Counselling department in Osnabrück, Vechta and Lingen. This data also includes so-called special categories of personal data, notably data concerning health and the content of more personal discussions.

In the process, psb naturally complies with the current data protection provisions set out in the Lower Saxony Data Protection Act (NDSG) and the EU General Data Protection Regulation (EU GDPR).

The legal basis of the processing of data is your freely given consent in accordance with Article 6(1)(a) EU GDPR. The legal basis for documentation requirements is the Rules of Professional Conduct for Psychological Psychotherapists; and additionally Article 5(2) EU GDPR for compliance with accountability relating to the protection of personal data.

Only psb staff have access to your data. After 5 years, personal data is rendered anonymous and used for statistical purposes only. Progress documentation on psychological discussions, which is kept separately from personal data, is stored for ten years after the last contact, and thereafter properly destroyed (processing in accordance with Article 28 GDPR).

If you do not wish us to save your data, we can only provide you with information at the Psychological Counselling department under a pseudonym and, where appropriate, give you guidance on centres that provide anonymous counselling.

You may withdraw your consent to storage with effect for the future if this arises on grounds relating to a particular situation. Please send your withdrawal of consent to the Psychosocial Counselling Centre, Sedanstr. 1, 49076 Osnabrück, Germany. Data collected up to that point will then be flagged as locked in a special file, and will no longer be processed. However, psb will no longer be able to provide you with counselling from that point onwards.

You have, at any time, right of access to data concerning you that we have saved. You may have data rectified or completed (Article 16 GDPR).

In certain circumstances, you may also request the restriction of processing or the erasure of data, or object to the processing of data for special reasons. (Articles 17 and 18 GDPR)

The details relating to the counselling case and all information about your family, professional and economic circumstances, your identity and the fact that you receive counselling are subject to professional discretion. The content of the discussion with your counsellor will be treated as strictly confidential. In this case, professional secrecy applies according to Section 203 of the German Criminal Code (StGB) and the Rules of Professional Conduct for Psychological Psychotherapists.

Psb counsellors stand in for each other in the event of vacation leave, illness and in crisis situations. Only for such purposes will they also refer to their colleagues' documentation of discussions.

Progress made in counselling cases is discussed exclusively in anonymous form during supervision.

The controller within the meaning of data protection legislation is the Studentenwerk Osnabrück (Osnabrück Student Services), Ritterstraße 10, 49074 Osnabrück, Germany. Email info@sw-os.de. Phone +49 541 33107 0

If you have any questions or wish to make a complaint, please contact the Data Protection Officer of the Studentenwerk Osnabrück at Ritterstraße 10, 49074 Osnabrück, Germany

Email: datenschutz@studentenwerk-osnabrueck.de

Declaration of Consent by Client Seeking Advice

I have understood the explanatory notes given in the **Information Sheet on Data Security and Data Protection**, and have taken note of them.

I agree that my data may be collected, saved, processed and used in order to ensure ongoing counselling and to meet documentation and retention requirements.

Last name, first name

Place, date

Signature