



Privacy Statement Growing Potential

Private practice Growing Potential, owned by Psychologist Ms. A.T. Sevastaki, registered under KvK number 60027258.

Growing Potential attaches great importance to the transparent and lawful handling of your data.

This privacy statement applies to the following individuals:

1. (potential) Clients
2. Visitors of the practice Growing Potential
3. Visitors of www.growingpotential.nl
4. Workshop participants
5. Individuals that contact the practice Growing Potential or of which personal data are processed by the practice Growing Potential

Personal Data

By law, psychologists in The Netherlands are obliged to create and maintain a file containing information about their clients. The file contains information provided by the client during sessions, information provided during interim telephone contact, as well as any email contact. The file also contains documents such as letters of referral and permission forms of the client regarding consultations with third parties.

Other personal information such as name, e-mail, postal address and phone number are protected and will only be used to communicate with clients during and after the time of using Growing Potential's services.

The law obliges us to keep the files for fifteen (15) years. This may for instance be useful if you decide to have sessions again at some point.

If you do not wish to have your data saved you can submit a request to have your personal data and files destroyed. This request needs to be signed by the psychologist and the client and be saved. Subsequently, the file can be destroyed.

Personal data must be kept under lock and key. No one except the psychologist has access to the data, unless it is the client's wish. Should that be the case, the client will need to put this in writing and sign the specific document.

Your Rights

Clients of Growing Potential have the right to access their file, request for adjustments to be made and/or for the removal/destruction of their file.

Clients also have the right to file a complaint about how their personal information was processed. In any of the aforementioned cases, clients can contact Ms. A.T. Sevastaki by sending an e-mail to the following e-mail address: info@growingpotential.nl.

We strive to address complaints to satisfaction. Should clients feel that their complaint wasn't dealt with in the best possible way, they can contact the Autoriteit Persoonsgegevens (AP).

Legal ground for keeping a client file

- The legal obligation that psychologists in The Netherlands have to create and maintain a file containing information about their clients
- Permission given by the client - clients have the right to request for that to change at any given time
- Information used to contact clients about issues such as the planning of sessions and invitations to planned workshops

Personal information processing purposes

- The carrying out of treatment plans
- Maintaining contact with clients in order to provide them with information that they have requested
- Improvement of the website www.growingpotential.nl
- Collection of user statistics. User statistics collected from the website of Growing Potential involve the number of visitors, the duration of the visit, which parts of the website were viewed and clicked on. This information results in general reports from which clients can not be identified.

Personal information and third parties

Growing Potential does not share any information with third parties. This can only be done with the client's clear and explicit consent. This should be in writing and signed by the client.

Growing Potential does not share information with countries that fall outside the European Economic Area (EEA). Should that be necessary, Growing Potential will only do so if the European Commission has verified that the specific country has the right data protection processes in place, meeting the criteria set by Algemene verordening gegevensbescherming (Avg).