

Hypnotherapy & Coaching Barbara Bauer

With this **Data Protection Statement** the Office for Hypnotherapy & Coaching, Barbara Bauer (hereinafter referred to as "we" or "us") informs data subjects how we collect and further process personal data and provides information about the rights to which the data subject is entitled.

Our offer is aligned with the EU-General Data Protection Regulation (EU-GDPR), the Swiss Data Protection Act (DPA) and the revised Swiss Data Protection (revDPA).

1. Responsible for data processing and contact person for any data protection concerns

Barbara Bauer - Hypnotherapy & Coaching

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2. What personal data do we ask for?

We ask for personal data which is evident to the data subject. This is all information that relates to an identified or identifiable person. It includes master data and contact data of clients (name, telephone number, address, e-mail address, date of birth for coding in billing). In addition, data on health, for example on emotional state, social environment, privacy, records of the course of therapy or coaching, symptom descriptions, reactions, diagnoses and medical information from referring physicians and therapists.

3. Who do we pass on the personal data to?

In individual cases, it is possible that we may also pass on personal data to other third parties for their own purposes, for example if the data subject has given us his or her consent or if we are legally obliged or entitled to pass it on. In these cases, the recipient of the data is a separate controller under data protection law. These include for example the following cases:

- referral to hospitals or other inpatient facilities;
- disclosure of information about the state of health to the data subject's relatives, subject to professional secrecy;
- communicating information about his or her state of health to other health providers;
- transfer of invoices for proper accounting.

If, in the course of our cooperation, the data subject wishes to entrust us with information about himself or others that should be treated differently than in section 3 or that should be subject to special confidentiality and which is not already covered by professional secrecy, we ask the data subject to inform us in advance so that we can examine this request and, if necessary, take the necessary security measures.

4. Processing of personal data

The processing of personal data is in accordance with the revised Swiss data protection law. In all other respects, we process personal data – to the extent that the EU-GDPR is applicable – in accordance with the legal basis in connection with Art. 6 (1) GDPR.

Processing according to the revDPA includes any handling of personal data such as collection, recording, storage, use, alteration, disclosure, archiving and deletion of data.

We process personal data for the duration necessary for the respective purpose(s). In the case of longer-term storage obligations due to legal and other obligations to which we are subject, we restrict processing accordingly.

The personal data will only be stored for as long as it is required for the performance of the task or as long as a legal obligation to retain it requires. If personal data is no longer needed and there is no legal obligation to retain it, it will be irrevocably deleted.

If the personal data is incorrect, it will be corrected or deleted.

The personal data is protected against unauthorized access, modification and loss. Barbara Bauer has taken the appropriate technical and organizational measures for data security in accordance with the revDPA and GDPR.

5. Every data subject has the right:

- to request confirmation as to whether personal data relating to him or her is being processed;
- to receive free information about the personal data stored about him or her and a copy of this information. Furthermore, the data subject has a right to information as to whether personal data has been transferred to a third country or to an international organization;
- to demand the immediate correction of inaccurate personal data concerning him or her. Furthermore, the data subject has the right to request the completion of incomplete personal data, including by means of a supplementary declaration, taking into account the purposes of the processing;
- to demand that the personal data concerning him or her be deleted immediately;
- to request the restriction of the processing of his or her personal data;
- to receive the personal data concerning him or her in a structured, common and machine-readable format. He or she also has the right to have this data transmitted to another person responsible if the legal requirements are met;
- to object at any time, on grounds relating to their particular situation, to the processing of personal data concerning him or her;
- to revoke a given consent to the processing of personal data at any time.

The contact person in this regard is Barbara Bauer.

6. Amendments of this Data Protection Statement

We may amend this Data Protection Statement at any time without prior notice. The current version published on our website shall apply. If the Data Protection Statement is part of an agreement with you, we will notify you by e-mail or other appropriate means in case of an amendment.

The privacy policy regarding the use of the website and the cookie policy can be viewed at <https://www.barbarabauer.ch/en/privacy-policy-2/> and <https://www.barbarabauer.ch/en/cookie-policy/>.

I confirm that I have fully understood the information on data protection.

Place / Date

Signature