



Het Huis voor Psychotherapie
Tiensesteenweg 208
3001 Heverlee

Dear client,

Personal Data

In line with the European law of 25 June 2018, regarding the protection of personal data (General Data Protection Regulation, GDPR), we would like to inform you about how your personal data are processed by The House for Psychotherapy.

The personal data collected through the registration form - your name and first name, date of birth, address, email address and telephone number, the name of the person who referred you to The House of Psychotherapy, the information about for whom you are seeking help (for you, your child, for you and partner), the summary of your concerns and questions, your availability for possible appointments - are used to contact you, to inform you and to be able to match the therapeutic help to your needs. These personal data will be deleted immediately after psychotherapeutic treatment is ended.

Only the coordinators of The House for Psychotherapy, Mylène Banken and Heidi Pellens, have access to this personal data, by logging in to an authorized domain by means of a password. Only in case you choose to start a psychotherapeutic trajectory, the personal data are shared with the therapist to whom your question was assigned. Under no circumstances this personal data will be passed on to third parties, unless you gave your written permission. Moreover, the personal data are not used for other purposes than those mentioned above, unless your written permission has been requested.

The therapist to whom your question is assigned will keep an electronic or paper version patient file, to which these personal data will be added. The electronic patient file is secured with a personal password. The paper file, if applicable, is kept in the staff room of The House of Psychotherapy, in a locked cabinet to which only the therapists of The House of Psychotherapy have access with a key. At the end of the psychotherapy process, the collected personal data will remain in The House of Psychotherapy for three years, to make re-registration more efficiently.

Consultation with other health care providers

We aim to offer you the best support network and therapeutic care we can. Therefore, the psychotherapists of The House for Psychotherapy consult each other about your therapy process. In some cases, a consultation with other professionals is needed. For these meetings, your permission will be asked.

All psychotherapists of The House of Psychotherapy are committed to their professional confidentiality. Therefore, the personal information they receive from you will be handled with high confidentiality. This is in line with the deontological professional code for psychologists, to which all psychologists are legally bound, regardless of their specific work setting. The deontological code outlines the main rules of conduct that psychologists must respect and serve as a guideline for an ethically correct professional practice. More information about the deontological code can be found [here](#).

The external health professionals that are consulted if needed, are also bound by their own specific professional code. Prior to the communication with other health care providers, your psychotherapist will discuss with you whom he would like to contact. Moreover, he will inform you about the purpose of the consultation as well as which information will be discussed precisely. In case you cannot be contacted to discuss these topics, and communication with other health care professionals outside the group practice is indispensable according to your therapist (e.g. in case you or someone else might be in danger), he or she might contact the other health care provider without discussing it with you in advance.

For further questions, you can contact your psychotherapist or ask questions by means of the contact form on [our website](#).

Kind regards,

Het Huis voor Psychotherapie