

# Privacy policy

Version from 01.09.2023

I, Monika Gloor,  
Praxis für Kunsttherapie PTM, FARBENWEG,  
Weidenstrasse 50, 4143 Dornach

I hereby confirm to abide by the following rules according to the Data Protection Act and Data Protection Ordinance.

The purpose of this privacy policy is to inform you, as my client, about my handling of your personal and sensitive data collected in my practice.

Only those data are processed which are related to the therapeutic treatment or which are relevant for an information about possible offers. These are exclusively data that I have recorded with your consent, that you have sent to me or that can be found in publicly accessible directories (telephone directory, etc.). This can be general data about you (name, address, telephone number, etc.), information about your health, about the course of your illness, diagnoses that have already been made and, if applicable, other data that you have transmitted to me because of the treatment (patient files).

This data is collected, stored and processed exclusively in your patient dossier, or in the dossier required for administration, in particular in the app required for billing in accordance with Tarif 590. In these two storage locations, all processing steps carried out on your data, including the responsible persons, can be traced.

I will only pass on your personal data to persons or areas that need them to fulfill contractual and legal obligations. These are informed about the applicable data protection rules and are obliged to comply with them.

Further persons or institutions (insurers etc.) will only be given access to your data or parts thereof with your explicit consent. Exceptions are judicial orders or the enforcement of justified claims on the part of the practice.

If your data is collected and processed physically, it will be stored in a lockable room or cabinet that is not accessible to unauthorized third parties. Electronically collected data is stored securely (firewall, password, etc.).

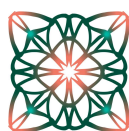
Unless cantonal or other legal regulations state otherwise, your data collected by me will be deleted twenty years after your last consultation in my practice.

Written communication between my practice and you takes place via e-mail or mail. E-mail communication is either encrypted with a common encryption program or - with your written consent - unencrypted.

As a current or former client, you may request from me at any time a duplicate of all your data collected by me in a common electronic format. Only physically available data will be scanned for this purpose and sent to you in PDF or paper format. As a rule, the data will be handed over to you free of charge and within a maximum of 30 days.

Responsible for all questions related to the processing of your personal data and exercising your rights, is the therapist responsible for you,

Monika Gloor  
Weidenstrasse 50, 4143 Dornach  
076 445 72 20, [info@farbenweg.ch](mailto:info@farbenweg.ch)



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Praxis für Kunsttherapie

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