**Patient data protection notice**

SAMPLE FOR YOUR SURGERY

Dear Patient,

We attach importance to the protection of your personal data. In accordance with the EU General Data Protection Regulation (GDPR), we undertake to inform you of the purpose for which our surgery collects, stores or forwards data. This notice also explains your data protection rights.

**1. PARTY RESPONSIBLE FOR THE DATA PROCESSING**

The party responsible for the data processing is:

Surgery name:

Address (street, house number, post code and place):

Contact data (e.g. telephone, e-mail):

You can contact the data protection officer at our surgery on:

Name:

Address:

Contact details:

**2. DATA PROCESSING PURPOSE**

As a matter of principle, the data are processed on the basis of statutory requirements to perform the treatment contract between yourself and your doctor, and to honour the appertaining obligations.

To that end we process your personal data, in particular your health data. This includes cases histories, diagnoses, therapy proposals and findings, which we are other doctors collect. For these purposes other doctors or psychotherapists, who are treating you, may also make data available to us (e.g. in referral letters).

Collecting the health data is a precondition for your treatment. If the necessary information is not made available, treatment cannot commence immediately.

**3. RECIPIENTS OF YOUR DATA**

We shall only forward your personal data to third parties if such action is permitted by law or you have consented to such forwarding.

Recipients of your personal data may, above all, be doctors / psychotherapists, associations of panel doctors, health insurance schemes, a medical service of a German health insurance scheme, the German medical board or private medical clearing centres.

The forwarding largely applies for the purpose of settling the services rendered on your behalf, to clarify medical matters and matters arising from the relationship between insurer and insured. In individual cases, data are forwarded to further, authorised, recipients.

**4. SAVING YOUR DATA**

We shall only store your personal data for the period required to provide the treatment.

As a result of legal requirements, we undertake to store such data for at least 10 years after completing the treatment. Longer storage periods may apply in accordance with other requirements, for example 30 years in the case of x-ray images in accordance with paragraph 28, sub-section 3, of the German X-Ray Regulation.

**5. YOUR RIGHTS**

You have the right to obtain information about your personal data. You may also request the rectification of incorrect data.

Furthermore, under certain conditions you have the right to the deletion of your data, the restriction of the data processing and the portability of data.

Your data are processed on the basis of statutory regulations. We only require your consent in exceptional cases. In such cases, you have the right to withdraw your consent for future processing.

Furthermore, you have the right to lodge a complaint with the relevant supervisory authority for data protection if you believe that the processing of your personal data is unlawful.

The address of our relevant supervisory board is

Name: Saxon Data Protection Officer

Address: Devrientstr. D-01067 Dresden

**6. LEGAL BASES**

The legal basis for the processing of your data is Article 9, sub-section 2, letter h), GDPR, in conjunction with paragraph 22, sub-section 1, no. 1, letter b), German Federal Data Protection Act. Should you have any questions, please contact us. We would be happy to help.

Your Surgery Team