



Your privacy

In order to give a good treatment it is necessary, as a Shiatsu therapist, that I document and compile a file of information relevant to your treatment. This is also a legal requirement, according to the Medical Treatment Agreement Act (WGBO). Your personal file contains information about the state of your health and information about the methods of treatment and what I have observed and concluded.

In some instances, I may need to request and document information, needed for your treatment, from previous treatments given by another therapist. Such information will only be requested after obtaining your explicit permission.

I am committed to doing everything in my power to protect the privacy of your information. This means that I:

- will handle your personal and medical information with care;
- will make sure that unauthorised people or organisations have no access to your information.

As your Shiatsu therapist, I am the only person who has access to the information in your file. I work with digital client files in the application healthkit.com, managed by an organisation in Australia. The information is stored on a webserver within the European Union, encrypted and password protected. I have a legal obligation to confidentiality (professional secrecy).

The information in your file may in some situations be used for the following purposes:

- to inform another therapist or health professional in case of referring, only after obtaining your explicit permission;
- for anonymous use during an inter-collegial discussion;
- a small amount of the information in your file will be used for the financial and appointment administration
- should any other reason demand that your information be used, I will not do so without first obtaining your explicit permission.

The law (WGBO) requires that your file be kept for a period of 15 years.

Your agreement,

City and date

Name

Signature