

## PRIVACY POLICY, 25 May 2018

I acknowledge and respect your right to privacy. I am also aware that discretion is essential to the services I provide. You may expect me to treat all information about you – both written and oral – with the highest degree of discretion and security.

In order to support you I need to collect and store information about you. In addition to practical contact details – such as your name, address, phone and email - I also collect personal information about you. I do this through self-assessment questionnaires, our conversations, exercises, by taking your personal history, by making notes about our sessions and taking pictures of drawings you make. In addition, we e-mail each other back and forth about practical issues regarding the sessions, but also send updates, feedback and assignments.

All of this information I keep stored, so during the course of our work I can keep track of what we are doing. Also, after we finish working together, I will keep this information on file, because I find some clients return at a later stage for additional work, and that information can then be used to continue our process. I will automatically delete this information if we haven't been in contact for more than two years, unless you specifically ask me not to or in cases where the law stipulates I need to store administrative data (such as invoices) for longer.

I will securely and professionally manage this information. I and I alone will have access to this information. I do not share this information with anyone, including insurers, your doctors or personal relations, unless you specifically request me to. One exception is that I may share specific aspects of our work with a colleague for mentoring or intervision purposes, but I will do this in a way that does not identify you. Finally, you have a right to see this information or ask that it be deleted at any time.

If you have questions, concerns or complaints about how I handle your privacy, feel free to contact me at +31 6 47 234 295 or [info@iljavanroon.nl](mailto:info@iljavanroon.nl)