### PRIVACY POLICY

We are legally obliged to inform you about the receipt and processing of personal data. "Processing" refers to any process carried out with or without the help of automated processes or any such series of processes in connection with personal data such as (e.g.) the collection, recording, deletion or destruction.

# 1./ Who is responsible for data processing and who can I contact?

## Our person in charge is:

Name: Jan Moeken

Address: Selliusstraße 10, 20355 Hamburg

Telephone: 040 - 75360849 E-Mail: physio@moeken.de

### Our data protection officer is:

Name: Dr. Peter Trinks, LAWSOC GmbH

E-Mail: info@lawsoc.de

## 2./ What do we process your data for and on what legal basis? / Can you refuse the survey?

We use personal data (e.g. name, address, email address, telephone number, nationality, gender) that you provide to us voluntarily in connection with the conclusion of a contract or the initiation of a contract (e.g. via our contact form on the website, via e-mail, the online appointment booking), on the basis of the associated consent (Art. 6 Paragraph 1 a GDPR). This data is then processed by us, taking into account the statutory provisions (e.g. the BDSG, the TMG and the GDPR). Which personal data is transmitted to us is determined by the respective input mask that is used for registration or contact or based on your decision which information you would like to provide us with. Some of the data is absolutely necessary in order to be able to provide services to you.

Regardless of the consent, we process data that is required for the performance of a contract or for the implementation of pre-contractual measures (e.g. to answer questions about a service) (Art. 6 (1) b GDPR). The collection of health data is a prerequisite for your treatment. If the necessary information is not provided, careful handling cannot take place. The legal basis for the processing of health data is Article 9 Paragraph 2 h GDPR in conjunction with Section 22 Paragraph 1 No. 1 b BDSG.

## 3./ Who works with the data?

3.1

Personal data will only be used by the parties involved in the execution of the contract. Recipients of your personal data can primarily be doctors, associations of statutory health insurance companies, the medical service of the health insurance and private medical clearing houses, insofar as this is necessary in the context of the processing of the contract concluded between us (Art. 6 Paragraph 1 b GDPR) and/or you have consented to the disclosure (Art. 6 Paragraph 1 a GDPR) and/or a weighing of interests authorized us to do so (Art. 6 Paragraph 1 f GDPR). The transfer is necessary, among other things, to enable billing of our services or further treatment of you. If you object to a billing

with the health insurance companies, we would have to ask you, if you are legally insured, to settle our cost calculation yourself.

#### 3.2

Processors employed by us (Art. 28 GDPR, basis for this: Art. 6 Paragraph 1 a and b GDPR) can also receive data for these purposes (e.g. debt collection, IT). We mainly store the data received on our inhouse servers, but also in parts on the servers of specialized service providers within Germany.

### 3.3

The data will not be passed on to third parties who are not involved in the execution of the contract. In particular, there is no transfer of personal data to a third country or an international organization. We only transfer your personal data to third parties if this is permitted by law or if you have given your consent.

### 4./ How long will your data be saved?

### 4.1

As far as necessary, we process and store your personal data only for the period of time that is necessary to achieve the storage purpose or if this is done by the European directives and regulations or another legislator in laws or regulations, which the for the processing is subject to the controller, was provided. We are subject to various statutory retention and documentation obligations, which result from the HGB, the AO, the KWG, and the GwG, among others. For example, § 147 AO regulates a retention period of up to ten years.

## 4.2

If you have given your consent to the processing of personal data (Art. 6 Paragraph 1 a GDPR), we will delete this data at the latest as soon as you revoke your consent and if there is no other legal basis for the processing.

## 4.3

If the storage purpose no longer applies or if a storage period prescribed by the responsible legislator expires, the personal data will be routinely blocked or deleted, provided they are no longer required to fulfill or initiate a contract.

### 5./ Gibt es eine automatisierte Verarbeitung?

We do not make any decision within the meaning of Art. 22 GDPR that is based solely on automated processing - including profiling - and / or has legal effects on you or significantly affects you in a similar manner. If we use this procedure in individual cases, we will inform you about this separately, provided this is legally required.

# 6./ What data protection rights do you have??

You have a right to information according to Art. 15 GDPR, the right to correction according to Art. 16 GDPR, the right to deletion according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR, the right to data portability from Art. 20 GDPR and the right under Art. 21 GDPR to object to the processing of your data. You also have the right to be informed in accordance with Art. 19 GDPR, provided that you have asserted your right to correction, deletion or restriction of processing. Consent to the processing of data can be revoked at any time (Art. 7 GDPR). In addition, you have the right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR).

The revocation should be sent to:

Name: Jan Moeken

Address: Selliusstraße 10, 20355 Hamburg

Telephone: 040 - 75360849 E-Mail: physio@moeken.de

Alternatively, you can also contact our data protection officer directly.

Name: Dr. Peter Trinks, LAWSOC GmbH

E-Mail: info@lawsoc.de

### 7./ Data collection via our website

For data collection on our website, we refer to the data protection declaration there.

## 8./ Declaration of acknowledgment of the data protection declaration

I/we have taken note of the "data protection declaration". I/we are aware that my/our data required for processing, administration and handling will be processed in accordance with the GDPR and that the data collected in the context of contract execution will be forwarded to the above-mentioned offices.

Name, Firstname:	
Date:	Signature: