

Dear patient,

German law provides for comprehensive protection of your personal data, which we intend to comply with in full. For your treatment and for billing purposes, it is necessary for us to communicate with your health insurance provider, other doctors who are involved in your treatment and our billing provider, from whom you will receive invoices for our private practice services. For these reasons, we are providing you with the following

Information on data protection and consent to data transfer

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Name and address of the patient

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If different: Name of invoice recipient with liability for payment and his or her address

Date of birth: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ Health insurance provider/entity responsible for charges: \_\_\_\_\_

Insurance rate: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **A. Information from the doctor on data processing**

1. The doctor is authorised to collect, store and process personal data entrusted to him or her or to have such data processed by third parties. In the context of the doctor's engagement to treat the patient, the doctor collects all of the patient's personal data, in particular name, address, telephone number, date of birth, as well as treatment data, invoice amounts, cost units, diagnoses and findings from the treatment. The purpose of collecting this data is to identify the patient and to be able to ensure that the patient's treatment is carried out properly. Furthermore, it serves the purpose of facilitating correspondence, invoicing and the settlement of any liability claims or the assertion of any other claims. The storage and processing of the data is thus exclusively for the purpose of carrying out the treatment. No such data will be passed on to third parties for advertising purposes.
2. The data processing is carried out at the request of the patient and is necessary for the stated purposes pursuant to Art. 6 (1)(1)(b) GDPR. The personal data collected will be stored until the expiry of the statutory retention and documentation obligations (e.g. under the German Commercial Code [German acronym: HGB], German Criminal Code [German acronym: StGB] or German Tax Code [German acronym: AO]) and then erased, unless the patient has consented to further storage pursuant to Art. 6 (1)(1)(a) GDPR.
3. Personal data will not be transmitted to third parties for purposes other than those stated. Personal data will only be passed on to third parties where this is necessary for processing pursuant to Art. 6 (1)(1)(b) GDPR. Such data may be used by the third party only for the stated purposes. Beyond what is set out above, the transfer and processing of data by third parties, for example as a result of an assignment and/or for the purpose of billing and collection of fee receivables, will only occur insofar as the patient has given his or her consent.
4. The doctor shall take all proportionate and reasonable precautions against the loss of and access to such data by unauthorised third parties and shall continuously adapt those precautions to take account of the state of the art.
5. The patient has the following rights:
  - pursuant to Art. 7 (3) GDPR, to withdraw his or her consent previously given to the doctor at any time. The consequence of this is that data processing that was based on the patient's consent can no longer be continued in future;
  - to request information regarding the personal data processed by the doctor pursuant to Art. 15 GDPR. In particular, the data subject may request information on the purposes of processing, the category of personal data, the categories of recipients to whom the data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of the data, if not collected by the doctor, and the existence of automated decision-making, including profiling, and, if applicable, probative information on the details thereof;
  - pursuant to Art. 16 GDPR to demand immediate rectification of incorrect or completion of the personal data stored by us;
  - to request the erasure of the personal data stored by the doctor pursuant to Art. 17 GDPR, unless the processing is necessary in order to exercise the right to freedom of expression and information, for compliance with a legal obligation or for the performance of a task carried out by the doctor, for reasons of public interest or for the assertion, exercise or defence of legal claims;

- to request the restriction of processing of personal data pursuant to Art. 18 of the GDPR, insofar as the accuracy of the data is disputed, the processing is unlawful but the patient objects to its erasure and the data are no longer needed but the patient requires them for the assertion, exercise or defence of legal claims, or the patient has objected to processing pursuant to Art. 21 GDPR;
  - pursuant to Art. 20 GDPR, to receive the personal data provided by the patient to the doctor in a structured, commonly used and machine-readable format or to request the transfer to another controller; and
  - lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR. As a rule, the patient can contact the supervisory authority of his/her usual place of residence or the doctor's registered office for this purpose.
6. Right of objection: If the patient's personal data are processed on the basis of legitimate interests pursuant to Article 6(1)(f) of the GDPR, the patient has the right to object to the processing of his/her personal data pursuant to Article 21 of the GDPR, provided that there are grounds for doing so which arise from the patient's particular situation. For the patient to exercise his or her right to object, it is sufficient to notify the doctor in writing using the contact details provided.

## B. Patient consent form

1. I have been informed and agree that my personal data, in particular my name, my address, my date of birth, as well as treatment data, invoice amounts, cost unit, diagnoses and findings from my treatment, may be collected, processed and used by my doctor for the purpose of
- Updating my patient file
  - Performing the agreement to provide medical treatment
  - Contacting me e.g. for appointments
  - Preparing treatment reports
  - Billing the health insurance provider or me for treatments provided
  - Issuing reminders and pursuing judicial enforcement of overdue fee claims
- as well as sent or transmitted to
- the health insurance provider with which I am insured,
  - other treating doctors to whom my doctor refers me or who are involved in my treatment according to my will,
  - Deutsche Gesellschaft für privatärztliche Abrechnung dgpap GmbH (DGPAP), Mainzer Str. 97, 65189 Wiesbaden as well as their contract data processors.
- and processed and used by them for the purpose of billing.
2. I have been informed that
- my data is collected, processed and used on a voluntary basis and that I may refuse my consent or withdraw it at any time with effect for the future with the consequence that the treatment contract is deemed not to have been concluded or cannot be performed or the treatment cannot be invoiced.
  - I am entitled to request information regarding my stored personal data at any time.
  - I am entitled to request the rectification, erasure or blocking of individual data at any time.
3. In the event that I wish to withdraw consent to processing, I must address my notice of withdrawal to my doctor using the contact details provided above. My data will then be erased after the expiry of legal retention periods and if such periods are no longer applicable, upon my doctor's receipt of my declaration of intent. The doctor will forward my notice of withdrawal of consent to all the above-referenced offices, which will in turn then erase my data.
4. I agree that the billing of my treatment will be done by DGPAP.
5. DGPAP may receive, process and use my data and pass it on to third parties insofar as this is necessary for the settlement and assertion of the claims thereunder. DGPAP may assert and collect the claim, instruct registered legal service providers to assert claims for overdue receivables and obtain credit information from credit agencies. Objections to the claim must be raised with DGPAP in the event of a dispute.
6. I release my doctor from his legal duty of confidentiality in this respect. DGPAP and all persons and third parties employed by it are subject to the rules of data protection law and are bound by a duty of confidentiality upon pain of punishment under sec. 203 StGB.
7. My consent also applies to claims arising from future treatments and shall continue to apply as long as it is not withdrawn.

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Place, date

Signature of patient