



### **Scientific research and statistics**

Your data may also be included in scientific research or statistics. In the case that your information is submitted anonymously, your permission is not necessary from a legal point of view. However, in the case that the data can be traced to your person, we are *never* allowed to provide these without your explicit permission.

### **Quality control of the health care**

When checking the quality policy of the institution, Riagg Rijnmond will in first instance only try to make use of the data which *cannot* be traced to the person. If these do not offer sufficient information about the quality policy, the institution will only use the information which is strictly necessary. If you do not agree, you may lodge an objection.

### **Right to inspect your report and to receive copy of it**

It is possible to inspect your report and to request copy of it. The person attending you should honour both requests within four weeks, unless there are privacy interests of others. A minor compensation *may* be requested for supplying a copy.

### **Right to correction, addition and protection of data**

If you are of the opinion that the information in your file is incorrect, you may ask the person attending you to correct this. You may also submit additional information for your file to the person attending you. He has to include this in your file.

If you do not want third persons to be able to see certain information about you, you may request the person attending you to hide this information.

The person attending you should advise you within four weeks if, and if so, to what extent your request can be complied with.

### **Safeguarding your data**

The person attending you is – on behalf of the Board of Directors of Riagg Rijnmond – responsible for sufficiently securing and safeguarding your electronic file so that your data cannot get lost and cannot be perused by unauthorized persons. .

Employees who are directly involved in your treatment, also have access to your data. Examples are other counsellors and secretaries of the department where you are receive treatment.

They only have access to those data necessary to perform their work. All employees who have access to your personal data, have a duty of secrecy.

### **How long will your file be kept?**

In principle a period of ten years applies to keeping medical and other care information, starting from the moment that the file was opened. Information of a non-medical nature should no longer be kept than necessary for the purposes for which the data were collected.

It may happen that a person attending has to keep the data more than 10 years, for instance when a client is treated at intervals. The person attending will only be able to offer appropriate counselling when he has all the information. You may also request to keep the file longer than ten years. You may arrange this with the person attending you.

### **Request to destroy the file within the legal retention period**

On the other hand you may submit a request to destroy your file within the retention period. This request should, in principle, always be honoured, unless the person attending you has good reasons to maintain the file. This may be the case if he thinks that the treatment may be endangered by destroying the file. But also if he can make it plausible that the data present a considerable interest to others but yourself. In the case of hereditary illnesses, it may be important for your family members that the data remain to be available. In that case, however, you may have part of your data destroyed.

You will be requested to sign a form '*Statement for the destruction of the file*'. Removing your data will then have to be made within three months. Only the form you signed will then be kept.

### **Complaints**

It is possible that you are not satisfied with your treatment or the way you were treated by the institution (see the pamphlets '*Complaints officer at Riagg Rijnmond*' and '*What you should know when you submit a complaint*'). In that case the complaints committee might want to use the information in your file in order to make a correct judgment. They will request your permission before being able to study your file.

### **More information**

You will find the following pamphlets at the desk of Riagg Rijnmond, on the ground floor:

- ▶ Personal Data Protection Act
- ▶ Complaints officer at Riagg Rijnmond
- ▶ What you should know when you submit a complaint