

## **Information sheet on data security and data protection according to section 13 EU-DSGVO for psychological counselling services provided by the PSB**

The Psychological Counselling Service (Psychosoziale Beratung) or “PSB” complies with the current data protection regulations of the State Data Protection Act (NDSG – Lower Saxon Data Protection Act) and the EU General Data Protection Regulation (EU-GDPR).

In order for the PSB to meet documentation and storage requirements, it collects and stores data to provide customers with ongoing support (e.g. personal data, general information on counselling requests, interview documentation, progress reports, etc.). The data also includes special categories of personal data, namely health data and more personal conversation content.

The legal foundation for data processing in accordance with Art. 6 para. 1 lit. a) EU GDPR is based on the client’s voluntary consent. The legal framework for meeting documentation requirements is laid out by the Professional Code for Psychological Psychotherapists; in compliance with data protection accountability and Art. 5 para. 2 EU-GDPR.

Access to the data is only available to employees of the PSB. Administrative staff has access to client contact details, to the appointment management system, and the information provided by clients in the registration form. In addition, counsellors are also provided with access to interview documentation.

The data is stored for ten years after the last appointment with clients and then deleted from the system automatically.

If you do not want the PSB to save your data, you can also seek counselling by providing a pseudonym as opposed to your legal name. It should be advised, however, that documentation of conversations must be created and stored.

You may also revoke your consent to have your data stored. The data collected up until this time point will be blocked and not processed further. However, the PSB will not be able to provide further counselling. The revocation of stored data should be addressed to Psychosoziale Beratung, Goßlerstraße 23, 37073 Göttingen.

You have the right to receive information about the data stored at any time. You may also have the data corrected. In certain circumstances, you may also request the restriction of data processing, the deletion of certain data, or you may object to data processing for specific reasons.

The related information pertaining to your family, professional or economic circumstances, as well as your identity and the reasons for consultation, are subject to confidentiality. All conversation contents with your counsellor are kept strictly confidential.

PSB counsellors may substitute for one another during vacation or leaves of absence, including crisis situations. For this purpose, interview documentation may be shared by colleagues.

During supervision, consultation documentation is provided in an anonymous form.



Please turn over!

If you have any questions or complaints, please contact the Privacy Officer of the Studentenwerk Göttingen:

**Florian Hallaschka**, Nikolausberger Weg 17, 37073 Göttingen, Tel.: 0551 / 39-4689  
E-mail: [datenschutz@uni-goettingen.de](mailto:datenschutz@uni-goettingen.de)

or Georg-August-Universität Göttingen (without university medicine):

**Prof. Dr. Andreas Wiebe**, LL.M. (Virginia), Platz der Göttinger Sieben 6, 37073 Göttingen, Tel. 0551-39-27381,  
E-mail: [datenschutz@uni-goettingen.de](mailto:datenschutz@uni-goettingen.de)

or the State Commissioner for Data Protection Niedersachsen:

**Barbara Thiel**, Prinzenstrasse 5, 30159 Hannover, Tel. 0511-120-4500,  
Fax 0511-120-4599, E-mail: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)

Annet Göhmann-Ebel  
Head of PSB

.....

## **Counselling Consent Form**

I understand and acknowledge the information provided on the **information sheet for data security and data protection**.

I consent to my data being collected, stored, processed and used to ensure ongoing counselling and to comply with documentation and storage requirements.

---