

IN SEARCH OF PRIVACY POLICY

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

In order to support you we need to collect and store information about you. In addition to practical contact details – such as your name, address, phone and email – we also collect personal information about you. We do this e.g. through conversations, questionnaires, exercises, by taking your personal history and by taking notes during sessions. In addition, we e-mail each other about practical issues regarding the sessions, but also to send updates, feedback and assignments.

We store this information so we can keep track of progress. After we finish working together, we will keep this information on file, because some clients return at a later stage for additional work, and that information can then be used to continue our process. We will automatically delete this information if we haven't been in contact for more than two years, unless you specifically ask us not to or the law stipulates we need to store administrative data (such as invoices) longer.

We manage this information with security in mind. We have invested in secure data infrastructure, which includes [Proton](#), a Swiss company, for encrypted e-mail hosting, and [Tresorit](#) for end-to-end encrypted cloud storage. We highly encourage our clients to mail us using Proton ([free account here](#)), to ensure all our communications are safe. We will provide you with our public PGP keys upon request.

Only we have access to this information. Apart from invoices, which are processed by our accountant, we do not share your private information with anyone outside of our practice, including insurers, your doctors or personal relations, unless you specifically request us to or if the law demands it. One exception to this is that we may share information with each other or with colleagues for mentoring or intervision purposes. Do note we are not medical professionals and that our conversations are not legally privileged.

Finally, you have a right to see the information we store about you or ask that it be deleted at any time.

If you have questions, concerns or complaints about how we handle your privacy, feel free to contact us at info@insearchof.nl

In Search Of

Ilja van Roon
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