

## **Declaration of consent in the context of training participation**

IEFT München GbR (IEFT) creates a list of participants on which the names (first name and surname), e-mail address and cell phone number are noted. This list is sent to the course management, the lecturers and the other course participants as a PDF file by e-mail.

This helps the course participants to get to know each other and makes it easier to contact each other. You agree that your name and contact details will be noted on this list for this purpose.

This consent is voluntary. You can refuse without giving reasons, without fear any disadvantages as a result. You can also revoke this consent at any time for the

future in writing. Your name and contact details will then be removed from the list within a maximum of two weeks and all lecturers and all other course participants will be informed of the revocation.

Furthermore: You agree to communicate with the IEFT staff and lecturers by e-mail.

## **Information sheet on maintaining confidentiality in EFT training**

In the course of the seminar, personal information is sometimes disclosed in the form of reciprocal narrations or teaching and supervision videos. All participants and persons shown in supervision videos must therefore be assured that all such information will be treated with confidentiality. With this leaflet we would like to point out some important aspects of maintaining confidentiality in EFT training. If you have any questions, please contact the course instructor Dr. Imke Herrmann.

## **Confidentiality obligation under data protection law**

The information you receive from or about participants and teaching and supervision videos generally constitutes personal data within the meaning of data protection law. You must therefore comply with all regulations on the protection of personal data.

Special confidentiality obligations: However, your confidentiality obligations go far beyond the confidentiality obligations under data protection law. In particular, as a psychotherapist, you are even liable to prosecution under § 203 para. 1 no. [4, 4 a, 5] StGB if you disclose secrets to secrets to third parties. If you would like advice on a case from a colleague or other training participants, you must present the case anonymously. You must also maintain confidentiality to friends and relatives (of the participants).

## **Communication security**

Personal data must not be sent by normal (unencrypted) e-mail.

## **Secure file disposal**

Please remember: All information that you write down about participants must be securely destroyed, so always use a file shredder.

## **Appendix 4 Maintaining confidentiality in EFT training, as at: January 2020**