

## Data protection - information for legal guardians

Stiftung Heilpädagogischer Dienst Graubünden is subject to the Data Protection Act.

Access to personal data at Stiftung Heilpädagogischer Dienst Graubünden is based on the principle of "as much as necessary, as little as possible".

The data protection concept of HPD GR, including accompanying documents, regulates the handling of personal data at Heilpädagogischer Dienst Graubünden.

→ [Link to the concept](#)

The data collected is collected and managed in accordance with the legal requirements and is securely and completely deleted 10 years after completion of the measure or beforehand at the request of the legal guardian/adolescent of legal age. The legal guardians/adolescents of legal age are entitled to inspect and receive the respective file at any time.

Data protection is guaranteed with personnel, organisational and IT security measures. Personal data is protected against misuse, destruction, loss, falsification, theft and access by unauthorised persons.

### Duty of confidentiality

The forwarding of personal data and the collection of reports and information require a legal basis or the express consent of the children and adolescents concerned or their legal representatives. For this purpose, the "Authorisation for data transfer/visits", the "Authorisation for digital data use" and corresponding declarations of release are used.

### Inspection of files

The persons affected by the processing of their data may request information about the collection, origin, content, purpose and processing of the data. This also includes the legal basis on which data is processed. They also have the right to be informed about which companies and persons have been commissioned by Heilpädagogischer Dienst Graubünden to process or store their data.

The person requesting information or access must prove their identity. The information must be provided within 30 days in a generally understandable manner, in writing and free of charge. Every person concerned can have the disclosure of their data to third parties suspended, contrary to an original agreement.

The disclosure of data to authorities is a higher priority, if they request information to clarify suspected abusive behaviour or violations of custody duties by the person concerned.

The persons concerned may, in principle, inspect those data records that relate to their person or the person of the children for whom they have custody. The provision of information and the right of inspection may be restricted or refused in exceptional cases, if there are important legal reasons to the contrary.

### **Right to rectification**

Unlawfully processed and incorrect data must be rectified or destroyed at the request of the person concerned.

### **Refusal of data forwarding**

Persons concerned may at any time refuse to disclose any or specific information about their own person or the person of their children.

### **Order fulfilment**

Heilpädagogischer Dienst Graubünden reserves the right to declare the therapeutic assignment unfeasible if a minimum of necessary data and authorisations are not provided by the legal guardians.

These are in particular:

- The master data of the children or legal guardians
- Data on medical and therapeutic history
- The authorisation to obtain necessary information from medical and educational specialists who are or have been involved with the child
- The authorisation to communicate with medical and educational professionals who are or will be involved with the child

If you have any questions, please contact the Head of Finance and Services of the foundation HPD GR in its capacity as Data Protection Officer.

Chur, 01 January 2024