

# **Privacy Policy (Psychotherapy Internship)**

## **1. Personal Data Controller**

The personal data controller for internship participants is Institut für Psychotherapie, represented by Marta Leuenberger.

## **2. Purpose of Data Processing**

Personal data of participants is processed for the purpose of:

1. Implementation of the internship program, including organization of workshops, supervision, and therapeutic sessions.
2. Contacting participants regarding organizational matters and providing educational materials.
3. Issuing completion certificates for the internship.
4. Compliance with obligations arising from legal provisions.

## **3. Scope of Collected Data**

The following personal data is processed:

- Name and surname
- Email address
- Phone number
- Professional status (student/graduate)
- Information about preferences regarding session schedules

## **4. Legal Basis for Processing**

The legal basis for processing personal data is:

1. Consent of the participant expressed during registration for the internship.
2. Necessity of data processing for contract fulfillment (internship organization).
3. Fulfillment of legal obligations incumbent upon the controller.

## **5. Data Sharing**

Personal data of participants may be shared with:

1. Supervisors and therapists conducting classes for the purpose of implementing the internship program.
2. Entities servicing online platforms, such as Zoom or Google Meet.

Data will not be transferred to third countries outside the European Economic Area, except in situations arising from the use of services provided by online meeting platform providers.

## 6. Data Retention Period

Personal data will be retained for the period:

1. Necessary for implementing the internship program and issuing certificates.
2. 5 years from the completion of the internship for archival purposes, in accordance with applicable regulations.

## 7. Participants' Rights

Participants have the right to:

1. Access their personal data and receive a copy thereof.
2. Rectify incorrect data.
3. Delete data ("right to be forgotten") in case of absence of legal basis for their processing.
4. Restrict data processing.
5. Transfer data to another controller.
6. Object to data processing.
7. File a complaint with the supervisory authority for personal data protection.

## 8. Data Security

The controller undertakes to implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or unauthorized processing.

## 9. Changes to the Privacy Policy

The controller reserves the right to introduce changes to this policy. Participants will be notified of all changes electronically.

## 10. Contact

For matters concerning personal data protection, please contact: Email:  
info@stazterapeutyczny.online

This Privacy Policy is effective from the date of publication.

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### **Institut für Psychotherapie**

Represented by Marta Leuenberger

Schloßstraße 107–108, 12163 Berlin

Company Register: Amtsgericht Charlottenburg, Registration Number: 9098 B

# Psychotherapy Internship Regulations

## 1. Internship Objectives

The objective of the internship is to enable gaining practical experience in cognitive-behavioral psychotherapy, develop therapeutic skills, and provide support in building self-confidence in working with patients.

## 2. Participation Requirements

1. Status of a final-year student or graduate in psychology or related fields.
2. Interest in cognitive-behavioral therapy and motivation for learning and development.

## 3. Internship Program

1. **Live consultations and sessions with patients:** Observation and conducting therapeutic sessions under supervision.
2. **Practical workshops/webinars:** Theoretical classes and therapeutic session simulations.
3. **Supervision:** Sessions with experienced therapists for case analysis.
4. **Access to educational materials:** Ready-to-print therapeutic tools and professional literature.

## 4. Schedule and Format

- **Duration:** 3 months
- **Format:** Online classes and remote patient consultations
- Detailed schedule of workshops and supervision will be provided to participants

## 5. Participant Obligations

1. Participation in workshops, supervision, and patient consultations.
2. Completion of a minimum of 10 therapeutic sessions.
3. Active engagement and adherence to professional ethics principles.

## 6. Fees and Refunds

- The internship is paid. Installment payments are possible.
- Withdrawal is possible no later than 30 days before the internship begins, with the possibility of partial fee refund.

## 7. Certification

Upon completion of the internship, participants receive a certificate confirming the number of hours and acquired skills.

## 8. Final Provisions

1. The organizer reserves the right to make changes to the schedule for important reasons.
2. Participants are obligated to observe confidentiality rules and patient data protection.
3. Contact for organizational matters: [info@stazterapeutyczny.online](mailto:info@stazterapeutyczny.online)

For any questions, please contact us.

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### **Institute of Psychotherapy**

Represented by Marta Leuenberger

Schloßstraße 107–108, 12163 Berlin

Company Register: Amtsgericht Charlottenburg, Registration Number: 9098 B

# **GDPR for Psychotherapy Internship**

## **Personal Data Controller**

The controller of your personal data is Institut für Psychotherapie, located at: Schloßstraße 107 – 108, 12163 Berlin, represented by Marta Leuenberger.

## **Contact**

For matters concerning personal data protection, please contact us at: [info@stazterapeutyczny.online](mailto:info@stazterapeutyczny.online).

## **Personal Data Protection Policy**

### **1. Purposes of Personal Data Processing**

Your personal data will be processed for the purpose of:

- organizing and conducting the psychotherapy internship,
- conducting therapeutic and supervisory sessions,
- issuing internship completion certificates,
- contacting internship participants,
- fulfilling legal obligations arising from accounting and tax regulations,
- conducting marketing activities, such as sending information about new training programs, webinars, and educational materials.

### **2. Legal Basis for Data Processing**

Personal data is processed on the basis of:

- Art. 6(1)(b) GDPR – for the performance of the internship participation contract,
- Art. 6(1)(c) GDPR – for compliance with legal obligations,
- Art. 6(1)(a) GDPR – based on consent for marketing activities,
- Art. 6(1)(f) GDPR – for the purposes of legitimate interests pursued by the controller, which is ensuring service quality and improving the training offer.

### **3. Recipients of Personal Data**

Data may be shared with the following entities:

- supervisors and therapists conducting workshops,
- communication platform providers (Zoom, Google Meets),
- companies servicing accounting and legal systems,
- entities supporting marketing activities, such as advertising agencies or mailing service providers.

### **4. Data Retention Period**

Personal data will be retained for the period of:

- the duration of the internship,
- 5 years after the completion of the internship for archival purposes, in accordance with legal provisions,
- until consent is withdrawn in the case of data processing for marketing purposes.

## **5. Your Rights**

You have the right to:

- access your data,
- rectify data,
- delete data ("right to be forgotten"),
- restrict processing,
- data portability,
- object to data processing for marketing purposes,
- withdraw consent to data processing at any time.

## **6. Complaint to Supervisory Authority**

In case of violation of personal data protection regulations, you may file a complaint with the Bundesbeauftragter für den Datenschutz und die Informationsfreiheit (BfDI) in Germany.

## **7. Voluntary Nature of Providing Data**

Providing personal data is voluntary, however, its absence may prevent:

- participation in the internship,
- issuing completion certificates,
- sending information about new educational offers.

## **8. Processing Data for Marketing Purposes**

If you consent to it, your data may be used for sending marketing materials, including:

- information about new courses, training, and webinars,
- special offers and promotions,
- invitations to industry events.

Consent for marketing activities may be withdrawn at any time without affecting the lawfulness of previous processing.

## **9. Automated Decision-Making**

Personal data will not be used for automated decision-making, including profiling.

## **10. Data Protection Measures**

The controller has implemented appropriate technical and organizational measures to protect personal data against unauthorized access, loss, destruction, or breach.

## **11. Consent to Data Processing**

Registering for the internship means expressing consent to the processing of personal data in accordance with the above principles. Consent may be withdrawn at any time by contacting the controller, however, withdrawing consent may prevent further participation in the internship.

## **12. Policy Changes**

The controller reserves the right to introduce changes to this policy in case of changes in legal regulations or data processing procedures.

The policy is effective from the date of publication.

## About Us

Welcome to the team behind the Therapeutic Internship. We're experienced clinicians and educators committed to turning solid, evidence-based theory into confident, real-world practice. Our goal is simple: help you grow faster, work smarter, and feel sure of your skills with clients.

### What you can expect from us

- Evidence-based methods you can use the same day
  - Clear, practical feedback in a supportive atmosphere
  - Supervision grounded in clinical experience and research
  - A culture of kindness, curiosity and professionalism
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## Marta Leuenberger

### Psychologist & CBT Psychotherapist | Founder



Founder of two psychotherapy centers in **Warsaw** and **Berlin**. Graduate of the **University of Warsaw** and **Heidelberg University**. Holds a **CBT psychotherapist certificate** (Deutsche Gesellschaft für Psychotherapie; **recognized by the Polish Psychological Association, No. 1322**). Postgraduate diplomas in **psychodietetics** (Medical University of Warsaw) and **psycho-oncology** (Medical University of Gdańsk).

Marta specializes in anxiety, depression, and relationship difficulties. She blends rigorous clinical standards with a practical, encouraging style. Beyond individual sessions, she leads workshops and provides supervision for early-career therapists. **Author of peer-reviewed publications** in psychology.

#### Connect:

Instagram: <https://www.instagram.com/przestrzen.terapeutyczna/>

Google Scholar: <https://scholar.google.pl/citations?user=xD4jc7IAAAAJ&hl=pl&oi=ao>

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## Anna Kosma

### Clinical Psychologist & CBT Psychotherapist



Anna works with **adults and adolescents**, focusing on mood, anxiety, and adjustment difficulties. A clinical psychology graduate of **SWPS University**, she continually expands her expertise through national and international trainings.

Her sessions balance warmth with structure, helping clients build skills step by step. Anna also delivers psychoeducational workshops and actively promotes mental health within local communities.

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## Piotr Porada

### Psychologist · Sexologist · Certified Coach — working daily in Los Angeles



Piotr helps clients regulate the nervous system, heal from trauma and stress, and rebuild a grounded sense of agency. His holistic approach integrates psychology, neurobiology, body-based methods, mindfulness, and compassion practices. He creates a warm, non-judgmental space—free of labels—where you can explore your potential with safety and clarity.

Based in **Los Angeles**, he supports clients worldwide online. If you're navigating anxiety, perfectionism, or

relationship challenges, Piotr offers tools that are practical, skills-focused, and immediately applicable.

**Connect:** <https://www.instagram.com/piotr.porada.official/>

<https://www.znanylekarz.pl/piotr-porada/psycholog-seksuolog/warszawa>

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## Klaudia Kalicka

**Psychologist | Solution-Focused Therapy (SFT)**



Klaudia is a psychology graduate of **SWPS University** and has completed **two levels of Solution-Focused Therapy** training. She practices at a mental-health clinic in **Gdańsk**—working within a multidisciplinary team—and runs a private **online** practice.

Her clinical experience spans emotional difficulties, life crises, and mood and anxiety disorders. Klaudia supports clients in clarifying what matters most and building everyday habits that align with their values.

**Connect:**

<https://www.instagram.com/psycholozka.klaudia/%20/>

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