

**Company Register: Amtsgericht Charlottenburg, Berlin; Registration Number: 9098 B**

## **GDPR INFORMATION CLAUSE**


*(for participants of the Psychotherapy Internship)*

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), I hereby inform you that:

### **1. Data Controller**

The controller of your personal data is: Haus der Psychologie Zentrum für Psychologie und Psychotherapie; Am Köllnischen Park 2, 10179 Berlin, represented by **Marta Leuenberger**.

Contact regarding personal data protection matters:

 [info@therapeutic-internship.com](mailto:info@therapeutic-internship.com)

### **2. Scope of Processed Data**

The following personal data are processed in particular:

- first and last name,
- contact details (email address, phone number),
- educational and professional data,
- billing and payment data,
- information related to participation in the internship, supervision, and therapeutic processes,  
excluding any data enabling the identification of patients.

### **3. Purposes of Data Processing**

Your personal data are processed for the purpose of:

- concluding and performing the agreement for participation in the Psychotherapy Internship,
- organizing and conducting classes, supervision sessions, and the training process,
- ensuring continuity and safety of therapeutic processes,
- organizational communication,
- issuing a certificate of completion of the Internship,
- fulfilling accounting and tax obligations,
- handling payments,
- conducting marketing activities – solely on the basis of separate consent.

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

Personal data are processed on the basis of:

- Article 6(1)(b) GDPR – performance of a contract,

- Article 6(1)(c) GDPR – compliance with legal obligations of the Controller,
- Article 6(1)(f) GDPR – legitimate interests of the Controller (organization and quality of education, protection of patients),
- Article 9(2)(h) GDPR – processing of special categories of data related to mental health protection, to the extent necessary.

Participation in the Internship results from a contract and not from consent within the meaning of the GDPR.

## **5. Recipients of Data**

Data may be transferred only to entities necessary for the implementation of the Internship, in particular:

- supervisors and instructors (bound by professional confidentiality),
- providers of online communication tools,
- payment service providers,
- accounting office,
- IT service providers – on the basis of data processing agreements.

Personal data are not sold or disclosed to unauthorized persons.

## **6. Data Retention Period**

Personal data will be retained:

- for the duration of the Internship,
- up to 5 years after its completion – for archival and legal purposes,
- accounting data – in accordance with applicable legal regulations,
- data processed on the basis of consent – until such consent is withdrawn.

## **7. Rights of the Data Subject**

You have the right to:

- access your data,
- rectify your data,
- restrict the processing of your data,
- object to the processing of your data for marketing purposes,
- lodge a complaint with the supervisory authority.

The right to erasure does not apply to the extent that processing is necessary for the performance of the contract, protection of patients, or fulfillment of legal obligations.

## **8. Supervisory Authority**

You have the right to lodge a complaint with the competent personal data protection supervisory authority.

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

Your personal data are not used for profiling or automated decision-making.

# **PERSONAL DATA PROTECTION POLICY**


## **Psychotherapy Internship**

### **§ 1. Data Controller**

The controller of personal data is:

Haus der Psychologie Zentrum für Psychologie und Psychotherapie; Am Köllnischen Park 2, 10179 Berlin, represented by **Marta Leuenberger**.

GDPR contact:

 [info@therapeutic-internship.com](mailto:info@therapeutic-internship.com)

### **§ 2. Scope of Processed Data**

We process in particular:

- identification data (first name, last name),
- contact data (email address, phone number),
- educational and professional data,
- billing and payment data,
- data related to participation in therapeutic and supervisory processes (excluding data identifying patients).

### **§ 3. Purposes of Data Processing**

Personal data are processed for the purpose of:

- concluding and performing the agreement for participation in the Psychotherapy Internship,
- organizing and conducting classes, supervision, and work with patients,
- ensuring continuity of patients' therapeutic processes,
- organizational communication with Participants,
- issuing a certificate of completion of the Internship,
- fulfilling accounting and tax obligations,
- handling electronic payments,
- possible marketing activities – exclusively on the basis of separate consent.

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

Personal data are processed on the basis of:

- Article 6(1)(b) GDPR – performance of a contract (participation in the Internship),
- Article 6(1)(c) GDPR – legal obligations (accounting and taxation),
- Article 6(1)(f) GDPR – legitimate interests of the Controller, namely:

- ensuring the quality of education,
- protection of patients and continuity of therapeutic processes,
- Article 9(2)(h) GDPR – processing of special categories of data within activities related to mental health protection (to the extent necessary).

Participation in the Internship is not based on consent within the meaning of the GDPR, but on a contract and ethical obligations. Withdrawal of consent does not constitute grounds for discontinuing the processing of data necessary for the implementation of the Internship.

## **§ 5. Data Recipients**

Data may be transferred exclusively to entities necessary for the implementation of the Internship, in particular:

- supervisors and instructors (bound by professional confidentiality),
- providers of communication tools (e.g., Zoom, Google Meet),
- the payment operator Stripe Payments Europe, Ltd.,
- accounting offices and legal entities,
- IT service providers – on the basis of data processing agreements.

Personal data are not sold or disclosed to unauthorized persons.

## **§ 6. Data Retention Period**

Personal data are retained:

- for the duration of the Internship,
- up to 5 years after its completion – for archival and legal purposes,
- accounting data – in accordance with applicable regulations,
- marketing data – until consent is withdrawn.

## **§ 7. Rights of the Data Subject**

You have the right to:

- access your data,
- rectify your data,
- restrict the processing of your data,
- object to the processing of data for marketing purposes,
- lodge a complaint with the supervisory authority.

The right to erasure does not apply where processing is necessary for the performance of the contract, protection of patients, or fulfillment of legal obligations.

## **§ 8. Supervisory Authority**

You have the right to lodge a complaint with:

**The Federal Commissioner for Data Protection and Freedom of Information (BfDI)** – Germany (the person representing the program is a German citizen).

## **§ 9. Automated Decision-Making**

Personal data are not used for profiling or automated decision-making.

## **§ 10. Security Measures**

The Controller applies appropriate technical and organizational measures, including:

- IT system security safeguards,
- restricted access to data,
- confidentiality and professional secrecy,
- encrypted communication.

## **§ 11. Final Provisions**

This Policy is effective as of the date of publication.

The Controller reserves the right to amend this Policy in the event of changes in the law or in data processing operations.

# PSYCHOTHERAPY INTERNSHIP TERMS AND CONDITIONS

*(applicable to the sale of an online service via [www.therapeutic-internship.com](http://www.therapeutic-internship.com))*

## §1. Information about the Organizer

The Organizer of the Psychotherapy Internship is:  
Haus der Psychologie Zentrum für Psychologie und Psychotherapie; Am Köllnischen Park 2,  
10179 Berlin, represented by **Marta Leuenberger**.

Contact with the Organizer:  
e-mail: [info@therapeutic-internship.com](mailto:info@therapeutic-internship.com)

## §2. Definitions

**Internship** – a paid educational service provided online, including practical and theoretical classes.

**Participant** – a natural person purchasing the Internship.

**Agreement** – a distance service agreement concluded between the Organizer and the Participant.

## §3. Subject and Purpose of the Internship

The purpose of the Internship is to gain practical experience in cognitive-behavioral psychotherapy, develop therapeutic competencies, and prepare for work with patients.

The Internship includes:

- observation and conducting of therapeutic sessions under supervision,
- practical workshops,
- peer supervision (interviewing),
- access to educational materials.

## §4. Conditions of Participation

The Internship is intended for:

- students in the final years of psychology or related fields,
- graduates of the above-mentioned fields.

Conditions for participation include:

- payment of the required fee,
- acceptance of these Terms and Conditions.

## **§5. Form and Duration of the Service**

The Internship is conducted online.

Duration of the Internship: **3 months**.

A detailed schedule is provided to Participants before the Internship begins.

The service commences on the date indicated in the offer published on the website.

## **§6. Price and Payments**

The Internship is a paid service.

The price of the Internship is displayed on the Organizer's website in the currency corresponding to the language version of the website and is a gross price (including taxes).

Payments for the Internship are processed via the electronic payment operator Stripe Payments Europe, Ltd.

Available payment methods via Stripe Payments Europe, Ltd., include in particular:

- instant bank transfers,
- payment cards,
- other methods currently offered by Stripe Payments Europe, Ltd.

The condition for commencement of the service is the posting of the full payment or the first installment (in the case of installment payments).

After payment, the Participant receives electronic confirmation of the conclusion of the Agreement to the provided email address.

The Organizer does not store Participants' payment card data – such data are processed exclusively by Stripe Payments Europe, Ltd. in accordance with its terms and privacy policy.

By purchasing the Internship, the Participant:

- consents to the commencement of the service on the agreed date,
- acknowledges that they will lose the right to withdraw from the Agreement once the Internship has started,
- accepts that the Internship involves work with patients, which cannot be interrupted without harm to third parties.

## **§7. Withdrawal from the Agreement (Refunds) and Resignation from the Internship Before or During Its Duration**

A Participant who is a consumer has the right to withdraw from the Agreement within **14 days** of its conclusion, provided that the Internship has not yet commenced.

Resignation is possible no later than **30 days before** the start of the Internship, with the possibility of a partial refund (50%).

The withdrawal statement should be sent by email to:  
info@therapeutic-internship.com

The Psychotherapy Internship is a continuous service involving work with patients, the interruption of which could violate professional ethical principles and the well-being of patients. The Participant may withdraw from the Agreement within **14 days** of its conclusion **only if the Internship has not yet commenced**.

Upon commencement of the Internship, the Participant loses the right to withdraw from the Agreement pursuant to Article 38(1) of the Polish Consumer Rights Act, because:

- the service is initiated with the explicit consent of the Participant,
- the Participant is informed prior to purchase of the loss of the right of withdrawal,
- the Internship involves direct work with patients who must not be deprived of continuity of care.

After the Internship has begun, resignation by the Participant does not entitle them to a refund of all or part of the paid fee, regardless of the level of participation.

Resignation must be made in written form (email) and sent to:  
info@therapeutic-internship.com

In the event of effective withdrawal from the Agreement, the Organizer shall refund the received payments using the same payment method used by the Participant, unless otherwise agreed.

Refunds are made without undue delay, no later than **30 days** from the date of receipt of the withdrawal statement.

The Organizer is not responsible for delays resulting from the procedures of the payment operator or the Participant's bank.

## **§8. Complaints**

The Participant has the right to submit complaints regarding the implementation of the Internship.

Complaints should be submitted to:  
e-mail: info@therapeutic-internship.com

Complaints are considered within **60 business days** of receipt.

## **§8a. Complaints Regarding Stripe Payments Europe, Ltd. Payments**

Complaints directly related to the operation of the Stripe Payments Europe, Ltd. system should be submitted directly to Stripe Payments Europe, Ltd., in accordance with the rules of that operator.

## **§9. Certification**

Upon completion of the Internship, the Participant receives a certificate confirming the number of hours (**250**) and the scope of acquired skills.

## **§10. Personal Data Protection (GDPR)**

The controller of personal data is **Pracownia Psychoterapii**.

Personal data are processed in accordance with applicable laws, in particular the GDPR.

Data are processed for the purpose of:

- performance of the Agreement,
- contact with the Participant,
- contact with the Patient,
- three-party contact: Intern–Psychotherapist–Patient,
- fulfillment of accounting obligations.

Data are appropriately secured and are not disclosed to third parties unless required by law.

The Participant has the right to access their data, rectify them, erase them, or restrict their processing.

## **§11. Final Provisions**

The Organizer reserves the right to amend the schedule for valid reasons.

The Participant is obliged to maintain confidentiality and comply with professional ethical principles.

These Terms and Conditions are effective from the date of publication on the website.

*31 March 2025, Berlin*

## 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

Founder of the program **Marta Leuenberger**

### **Psychologist & CBT Psychotherapist**

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>

