



Dott.ssa Sara Basso-Moro, PhD, Psicologa-Psicoterapeuta

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Albo n. 1090

UNIQUE FORM FOR PSYCHOLOGICAL PROFESSIONAL PERFORMANCE

The undersigned Sara Basso-Moro, enrolled in the *Ordine degli Psicologi della provincia di Trento* with n. 1090 and noted in the list of psychotherapists, before carrying out her professional work in your favor, Mr/Ms

informs you of the following in relation to the **INFORMED CONSENT**:

1. The **psychotherapy** that we are going to perform is **aimed**, through the therapeutic alliance and collaboration by the client, to achieve a better psychological balance, better self-realization and realization of personal abilities/potential; to increase self-knowledge and acceptance of one's limits; to the reduction of psychic suffering.
2. The psychotherapy will be **humanistic** with a gestalt approach.
3. **There are other psychotherapeutic approaches** besides that used by the professional.
4. The **services will be provided** at the **professional's office** located in Via Gocciadoro 40, 38122, Trento **or electronically** (e.g., video call) via Skype/Zoom/Google Meet/Livi Connect/WhereBy platform, or similar digital systems.
5. **The study does not have a waiting room**, so please ring the bell at the exact time of the appointment. In addition, in the studio **it is not possible to use the toilet**.
6. The **benefits** and **effects achievable** through psychotherapy are as follows: reduction of psycho-emotional suffering; promotion of psychological well-being; achievement of a better personal psychic balance; improvement of relationship skills; improved management of one's emotional states and impulses; achieving a better understanding of oneself and the other.
7. Psychotherapeutic treatment may **in some cases** be **ineffective** and unable to produce the desired effects (in which case the professional will take care of adequately informing the client and assess whether to propose the continuation of the therapeutic relationship, whether to hypothesize other strategies and/or therapeutic courses, or whether to interrupt it).
8. **The client can stop the psychotherapy at any time**. In this case, he/she ensures to communicate to the professional the desire to terminate the professional relationship and makes himself/herself available as of now to carry out a last meeting aimed at summarizing the work done.
9. **The psychotherapist can interrupt the psychotherapeutic treatment at any time**, for personal necessity and/or impediment, or for needs related to the effectiveness of the psychotherapy itself, and may also advise the client to take advantage of the services of another psychotherapist.
10. The psychotherapist, if he deems it appropriate, may suggest to the client the **intervention of another specialist** or if he deems it necessary, he can advise the client the intervention of a medical specialist both for organic pathologies and for psychopharmacological therapies.

11. The psychologist is required to **comply with the Code of Conduct (Codice Deontologico - C.D.) of the Italian Psychologists** which, among other things, imposes the obligation of professional secrecy, which can only be derogated with the patient's valid and demonstrable consent or in the absolutely exceptional cases required by Law.
12. Due to the nature and peculiarity of the service, **it is not possible to define the duration of the intervention a priori**. However, the following interventions are possible, please indicate the one you choose:
 - Hourly rate option*: In this option, the number of sessions will not be defined a priori. The sessions will take place weekly and it will be agreed with the client whether to meet once a week (recommended) or once every two weeks. This option provides maximum flexibility and the service can be tailored to the client needs. The therapeutic goal will be agreed after the first 4 or 5 sessions and more over every 15 sessions a part of the meeting or even the entire session can be dedicated to assessing the progress of the therapeutic path;
 - Package A*: This package includes 8 weekly meetings to be held over 8 consecutive weeks. This service is designed for those who want to start observing themselves and develop an introspective gaze to examine their experiences, increase emotional awareness and personal responsibility. Bonus: 1 free session;
 - Package B*: This package includes 16 meetings to be held in a maximum of 8 months. The first 8 meetings will take place on a weekly basis in 8 consecutive weeks, subsequently it will be possible to evaluate together with the client whether to continue with this frequency or to switch to a meeting every two weeks. This service is designed for those who want to achieve a deeper understanding of themselves and want to work more actively in the direction of psychological well-being. This service will allow not only to examine experiences, increase emotional awareness and personal responsibility, but it will also be useful to encourage the occurrence of small/large changes in one's daily life. Bonus: 2 free sessions;
 - Package C*: This package includes 30 meetings to be held in a maximum of 12 months. The first 8 meetings will take place on a weekly basis in 8 consecutive weeks, subsequently it will be possible to evaluate together with the client whether to continue with this frequency or to switch to a meeting every two weeks. This service is designed for those who want to experience a completely new perception of themselves: starting from a profound and in-depth work of awareness of their personal and relational experiences, it will be possible to re-discover themselves and work to search for new adaptations to their own life situation. Bonus: 4 free sessions.
13. The **packages** are **renewable**.
14. Each **session** will **last** 50 to 60 minutes.
15. Depending on the client's consent (to be made through the point at the end of this letter), **some sessions may be recorded** (in audio or audio-video mode if online therapy) by the therapist for exclusively professional purposes, such as maximizing the quality of the therapeutic intervention. If there was an intention by the therapist to record a session, this will always be communicated in advance and agreed with the client. The client, unless signed consent of the therapist, will not be allowed to record the sessions.
16. **Dr. Sara Basso-Moro is insured** with Third Party and Professional Liability Policy signed with C.A.M.P.I. (police n. 500216747, Allianz SpA) with ceiling of Euro 1.500.000 per event/period. Moreover, she regularly participates in supervision and/or intervision sessions in order to guarantee the best quality of the therapeutic interventions.
17. Pursuant to art. 9 paragraph 4 of Legislative Decree n.1/2012 (converted, with modifications, by Law n.27/2012, and modified by paragraph 150 of Law n.124/2017), an **ESTIMATE OF THE COSTS** is formulated in the following terms: the **remuneration** to be paid for each session (in presence or online) is equal to **Euro 55** (Package A: Euro 440; Package B: Euro 880; Package C: Euro 1650). The remuneration is

inclusive of the 2% to be compulsorily assigned to the ENPAP pension fund. The following charges must be added to the remuneration: stamp duty of Euro 2 if the invoiced amount is greater than Euro 77,47. The transaction is exempt from VAT (pursuant to art.10, paragraph 1, n.18 of Presidential Decree n.633/1972).

18. **The compensation, which will also be paid in the event of cancellation of the session by the client if this occurs beyond 24 hours from the agreed appointment, can be paid:** in the case of an hourly rate option, at the end of each session or by cumulative anticipated payments; in case of package A, B, or C, in a single anticipated payment or in anticipated installments. Payment will be made by electronic payment or by bank transfer within 3 days of receipt of the invoice. IBAN: IT84Z0347501605CC0012159639; Message: Surname, Invoice N. (indicate the invoice number as indicated on the invoice).
19. Please note that the compensation indicated above is formulated with reference to the *Nomenclatore del Consiglio Nazionale dell'Ordine degli Psicologi* and that it cannot be conditioned on the outcome or results of the professional intervention.

Furthermore, the undersigned Sara Basso-Moro informs you of the following in relation to the **PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH EU REGULATION 2016/679 AND D.LGS. 101/2018:**

1. The GDPR and Legislative Decree 101/2018 provide for and strengthen the **protection and processing of personal data** in light of the principles of correctness, lawfulness, transparency, protection of confidentiality and the rights of the interested party regarding their data.
2. Dr. Sara Basso-Moro is the **Data controller** of the following data collected for the implementation of the assignment agreed by this contract:
 - a. personal, contact and payment data: information relating to the name, telephone number, PEO and PEC address, as well as information relating to the payment of the fee for the assignment (e.g., credit/debit card number) and any other data or information concerning an identified or identifiable natural person;
 - b. data relating to the state of health: the particular data relating to physical or mental health (or any other data or information referred to by art.9 and 10 GDPR and art.2-septies of Legislative Decree 101/2018) are collected directly, in relation to the request to carry out evaluations, examinations, diagnostic tests, rehabilitation interventions and any other type of professional service connected with the execution of the assignment given to the psychologist.

The data referred to in letters a) and b) above are *personal data*.

The professional reflections/evaluations/interpretations/audio and/or audio-video recordings translated into data by the psychologist constitute the set of *professional data*, processed according to all the principles of the GDPR and managed/due primarily in accordance with what indicated in the C.D.

3. The processing of all the aforementioned data is carried out on the basis of the **free, specific and informed consent** of the client and in order to carry out the assignment given by the client to the psychologist.
4. Personal data will be subjected to both paper and electronic and/or automated **processing methods**, therefore with both manual and computerized methods.
5. Adequate **security measures** will be used in order to guarantee the protection, security, integrity, accessibility of personal data, within the constraints of current regulations and professional secrecy.
6. Personal data that are no longer necessary, or for which there is no longer a legal prerequisite for its conservation, will be irreversibly **anonymized or destroyed in a secure manner**.
7. Personal data will be **kept only for the time necessary** to achieve the purposes for which they were collected, namely:
 - a. personal, contact and payment data: they will be kept for the time necessary to manage contractual/accounting obligations, therefore for a period of **10 years**;

- b. data relating to the state of health: will be kept for the time necessary to carry out the assignment and to pursue its own purposes and in any case for a minimum period of **5 years** (Article 17 of the C.D.) and no later than the envisaged retention period for personal and payment data.
8. Personal data may have to be **made accessible to the Health and/or Judicial Authorities** on the basis of specific legal duties. In all other cases, any communication may take place only with explicit consent, and in particular:
 - a. personal, contact and payment data: they may also be accessible to any collaborators, as well as to external suppliers who support the provision of services;
 - b. data relating to the state of health: will be disclosed, as a rule, only to the interested party and only in the presence of written consent to third parties (Article 12 of the C.D.). Every suitable means will be adopted to prevent unauthorized knowledge by third parties, including those present at the same time. They may be shared, in case of legal obligations, with structures/services/operators of the NHS or other public authorities; in case of collaboration with other subjects equally bound to professional secrecy (supervision, interventions and/or team meetings), only the information strictly necessary in relation to the type of collaboration will be shared with this consent (Article 15 of the C.D.).
9. The **internal data processor** is Dr. Sara Basso-Moro. The **external data processors** are 1) the accountant, if necessary, at the time of the tax return and as regards only the personal data necessary for tax purposes (name, surname, residential address and tax code or VAT number); 2) in the event of serious illness or death of Dr. Basso-Moro, a psychologist-psychotherapist colleague enrolled in the Order of Psychologists of the Province of Trento, pursuant to Article 17 of the C.D. The list of data processors complete with the contact information can be viewed on request.
10. In addition to what indicated at point 8 of this information, **personal data** (personal, contact and payment data) **are or may be shared with**: Banca ING (payments by bank transfer), PsicoGest - DQMicro di Alessandro de Manzano (invoices), SumUp Limited (electronic payments), Google (Gmail, Google Meet - professional email address, online therapy), Skype (Microsoft - online therapy), Zoom (online therapy), Livi Connect (online therapy), Whatsapp (text messaging), Dropbox (encrypted backup), Revenue Agency (TS System - obligation to send health invoices issued to natural persons), possible Legal. For the processing of data by the companies listed above, please refer to their individual privacy policies.
11. Upon the persistence of certain conditions, in relation to the specificities connected with the execution of the assignment, it will be possible for the interested party to exercise the **rights referred to in Articles 15 to 22 of the GDPR and Legislative Decree 101/2018** (right to access to personal data, right of rectification, right of cancellation, right to limitation of processing, right to portability or right to obtain a copy of personal data in a structured format of common use and readable by an automatic device – in principle only data entered into the computer – and the right to have them transmitted to another data controller). In this case it will be the responsibility of the professional to verify the legitimacy of the requests by providing feedback, usually within 30 days.
12. For any **complaints or reports** on the methods of data processing, it is good practice to contact the Controller of data processing, Dr. Sara Basso-Moro. However, it is possible to forward your complaints or reports to the Data Protection Authority, using the following contact details: Garante per la protezione dei dati personali - piazza di Montecitorio n.121 - 00186 ROMA - fax: (+39) 06.696773785 - telefono: (+39) 06.696771 - PEO: garante@gpdp.it - PEC: protocollo@pec.gpdp.it.

Finally, I invite you to read the **INFORMATION ON THE RIGHT OF OBJECTION TO THE TRANSMISSION OF HEALTH EXPENSES DATA FOR MOD.730/UNICO PRECOMPILATO** and to express your consent or your opposition to the point below.

- Legislative Decree 175/2014 and Ministerial Decree of 01.09.2016 introduced the **obligation for**

psychologists to transmit data on healthcare costs incurred by patients to the "Sistema Tessera Sanitaria" (STS). The data to be communicated to the STS concerns all assistants, while the Revenue Agency will receive information from the STS only regarding the taxpayers who have not opposed the sending and who fall within the audience of the recipients of the pre-filled declaration, pursuant to art. 1 of the legislative decree n. 175 of 2014 (Note AdE 31 July 2015 Prot. N. 103408/2015).

- Pursuant to the provisions of the Ministerial Decree of 31.07.2015, **you can oppose the sending of data**, before issuing the invoice, by explicit opposition to be placed at the bottom of this form, which will be noted on the invoice. **This opposition does not affect the deduction of the expense**, but only implies that the invoice is not automatically inserted in the pre-filled tax return.
- I inform you that pursuant to Law 160/2019 the deduction from the gross tax in the amount of 19% is due to you on condition that the **invoice is paid by bank or postal payment or through other traceable payment systems** (Legislative Decree 241/1997).
- **In the event that you do not object**, the accounting information relating to the healthcare expenses you have incurred will be transmitted to the Revenue Agency for the purpose of processing the pre-filled form 730/UNICO and will also be accessible by the subjects to whom you are possibly fiscally dependent (e.g., spouse, parents).
- **In the event that you object to sending**, the data relating to the expenses for which you have exercised the opposition will be transmitted to the STS without indicating your tax code, as required by the Decree of 19 October 2020 of the Ministry of Economy and Finance.

READ AND UNDERSTOOD all of the above

Mr/Ms _____ born in _____ on _____

and resident in _____ street _____ n. _____ CAP _____

C.F. _____

telephone _____

email address _____

Having received specific professional information and adequate information in relation to costs, purposes and methods of the psychotherapy, **expresses its free consent**, by ticking the box below, **to the psychotherapy and the quotation indicated above**:

PROVIDES CONSENT

Having received specific information on the processing of personal data and in relation to what is indicated in relation to the processing of data relating to the state of health, **expresses its free consent**, by ticking the box indicated below, **to the processing and communication of their personal data for all the purposes indicated in this statement**:

PROVIDES CONSENT

Having received specific information regarding the possibility of recording the sessions by the therapist in order to maximize the quality of the therapeutic intervention, **expresses his free consent/dissent**, by ticking one of the boxes below, **to register the therapeutic sessions after communication by of the therapist:**

PROVIDES CONSENT

DOES NOT PROVIDE CONSENT

Finally, with regard to the **electronic transmission of healthcare expenses to the online portal "Sistema Tessera Sanitaria"** for the purpose of the pre-filled tax return:

PROVIDES CONSENT

DOES NOT PROVIDE CONSENT

In case your tax residence is not in Italy, please tick the following box: I AM NOT TAX RESIDENT IN ITALY

Place and date _____

Signature _____

Dott.ssa Sara Basso-Moro
