

## **Information on data processing and data security** (to Contact form for patients)

**Dear Sir, Dear Madam,**

We would like to reply to your enquiry as quickly as possible. However, we would first like to inform you of the possible security risks. We would also request you to confirm that we have your permission to reply to your enquiry by the means which you have selected.

### **Enquiry form (Your enquiry):**

The transfer of your data and attachments is secure, as they are cryptographically encoded. Unauthorised persons can therefore not access this data in the Internet.

### **Recipients:**

Your enquiry will immediately be forwarded to the desired specialist department by the University Hospital's receiving mail server.

### **Replies containing highly sensitive information:**

If you have asked us to send highly sensitive information, we in any event reserve the right to send this information to you by letter post.

### **Our e-mail reply via the Internet:**

Every e-mail sent via the Internet is sent as plain text, and is routed through a number of front-end computers controlled by other organisations or individuals.

Even though unlikely, there is a possibility that unauthorised persons could access the content of our e-mail to you (including the attachment) when communicating via the Internet. If our reply is intended for your eyes only, you must ensure that you are the only person who has access to your e-mail inbox.

### **Our reply via fax:**

If our reply is intended for your eyes only, you must ensure that you are the only person who has access to the fax machine of which you have given us the number. The misdirection of a fax is possible, but rare.

Tübingen, 18. Oktober 2011

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