

Code of the Document: HD.RB.54	Date of Publication: 23.11.2021	Revision No: 01	Date of Revision: 08.05.2023	Page No: 1 / 2	Private Personal Information
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We, as **DOKU AESTHETIC HEALTH SERVICES TRADE LIMITED COMPANY**, attach importance to the security of your personal data we process, as the Data Controller defined in the Personal Data Protection Law No. 6698 and the General Data Protection

PURPOSE OF PROCESSING YOUR PERSONAL DATA AND LEGAL REASONS

In this context, your personal data is being processed within the framework of the following purposes and legal reasons in accordance with the Personal Data Protection Law No.6698 and secondary regulations and the General Data Protection Regulation.

By ensuring patient arrives through Patient Representatives, in purpose of “Planning and Execution of Diagnosis and Treatment Processes”, personal information pertaining to “**Name Surname, Passport Information, Identity Card Information, Sex, Telephone, E-mail, Job, Health information (allergy and disease information, Medication), Date/Place of Birth, Country/City of Residence, Treatment to be performed and diagnosis information, Operation and arrival date, Regional Photograph, Video**” are processed within the following framework;

The Personal Data Protection Law Article 5/2 (a) As explicitly stipulated in the statutes, The Personal Data Protection Law Article 5/2(f) On the condition that it does not harm the fundamental rights and freedoms of the relevant person, when it is mandatory for the legitimate interests of the data controller.

TRANSFERRING OF PERSONAL DATA

Your personal data above may be shared with the Ministry of Health via e-pulse in accordance with Articles 8 and 9 of the Law, for the purposes of Planning and Execution of Diagnosis and Treatment Processes, in line with your explicit consent.

METHODS OF COLLECTING PERSONAL DATA

Your personal data is processed on local network and private cloud system servers.

STORING OF YOUR PERSONAL DATA

Your Personal Data is stored over the Clinical Information System. It is stored for 20 years within the framework of Regulations on Outpatient Diagnosis and Treatment No. 29863 of Regulations on Processing Personal Health Data and Privacy. It is annihilated in the first periodical annihilation cycle.

YOUR RIGHTS REGARDING YOUR PERSONAL DATA

As Data Owner

Pursuant to Article 11 of the PDPL, only if you prove your identity to us, regarding your personal data you have the right;

- To learn whether your personal data is processed, to request information if it is processed,
- To learn the purpose of your data processing and whether this data is used for intended purposes,
- To learn about the third parties to whom your personal data are transferred within the country or abroad,

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- To request correction of your personal data if it has been incompletely or incorrectly processed, and to request notification to the third parties to whom your personal data has been transferred,
- In case the reasons justifying the process are ceased, to request deletion or destruction of them and to request that the transaction performed under this scope be informed to the third parties to whom the personal data are transferred,
- To object to the emergence of a result against you by analyzing your processed data exclusively through automated systems,
- To request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the Law, to request notification of the correction, deletion, or destruction of personal data to third parties with whom personal data are shared,
- To claim damages if you incur losses due to unlawful processing of your personal data.

If you submit your requests regarding your above-mentioned rights in accordance with the application procedures stipulated in the Communiqué on Application Procedures and Principles to the Data Controller, **DOKU** will put your request into the process as soon as possible, depending on the nature of your request, and will finalize free of charge within 30 (thirty) days at the latest. However, if the transaction requires an additional cost, **DOKU** may request the fee in the tariff determined by the Personal Data Protection Board.

For detailed information, you can visit www.dokumedical.com and read Personal Data Protection page.

I have been informed about the method, purpose and legal reasons for processing and transferring of my data and my rights by **DOKU**.

Name Surname:	
T.R. Identity No:	
Passport No:	
Date:	
Signature:	

Company information:**DOKU ESTETİK SAĞLIK HİZMETLERİ TİCARET LİMİTED ŞİRKETİ****Address:** Merkez Mahallesi İstiklal Sokak No:9 Şişli-İstanbul/Türkiye**Telephone:** +90 555 140 04 04 **Email:** kvkk@dokumedical.com /gdpr@dokumedical.com