

DISCLOSURE TEXT

Within the framework of Article 10 of the Law No. 6698 on the Protection of Personal Data ("KVKK"), this Clarification Text is hereby submitted by us, as the "Data Controller", to Kazımiye Mah. Dumlupınar Cad. A Blok Apt. No: 6- 18A/A Çorlu/Tekirdağ, Buse Çolpan Özel Sağlık Hizmetleri Sanayi ve Ticaret Limited Şirketi ("The Clinic"), as the "Data Controller" within the framework of Article 10 of the Personal Data Protection Law No. 6696 ("KVKK"), your personal data (your name, address, telephone number, Any information relating to an identified or identifiable natural person, such as your e-mail address) ("Personal Data") and the processing of your sensitive personal data ("Sensitive Personal Data") listed under Article 6 of the KVKK and to fulfil the obligation to inform you about your rights regarding them.

1. PURPOSES OF PROCESSING PERSONAL DATA

Your personal data are obtained by the CLINIC for the following purposes in accordance with the KVKK and other relevant legislation and our Policy on Protection and Processing of Personal Data, for the purpose of service, your Personal Data are obtained from the CLINIC website, in the CLINIC by verbal, written, visual or electronic means (e-mail, sms, etc.).

Personal Data and Sensitive Personal Data which are necessary for the execution of medical diagnosis, examination, treatment, care and all services provided by the CLINIC and obtained for this purpose are listed below.

- Your name, surname, Turkish ID number, passport number or temporary Turkish ID number if you are not a Turkish citizen, place and date of birth, marital status, identity information, religion, gender information, copy of the Turkish ID card, driving licence, passport you submitted to the CLINIC
- Your address, telephone number, e-mail address and all contact data obtained for the purpose,
- Your financial data such as your bank account number, IBAN information
- Your health data obtained during the execution of medical diagnosis, treatment and care services such as your laboratory and imaging results, test and analysis results, examination data, prescription information,
- Patient acceptance and appointment forms shared physically at the CLINIC address or through the website where support is received within the scope of the legal / service contract, and your Personal Data and Sensitive Personal Data contained in these forms,
- Your video and audio recording data taken during your visit to the CLINIC,
- Your data obtained due to the messages and questions you send to the CLINIC physicians via the website, telephone or e-mail, where support is received within the scope of the legal / service contract,
- Our data obtained due to your questions, answers and comments you have shared in order to evaluate our services,
- CLINIC, your voice call recording in case you contact the call centre,
- Browsing information, IP address, browser information and medical information and documents, surveys, form information and location data obtained during the use of our legal website and mobile application.

Your Personal Data and Sensitive Personal Data listed above may be processed for the purposes listed below.

- Protection of public health, medical diagnosis, treatment and care services,
- Verification of employee, visitor and patient identities and creation of records,

- Sharing the information requested with the Ministry of Health and other public institutions and organisations in accordance with the relevant legislation,
- Fulfilment of legal and regulatory requirements,
- Patient services, communication transactions, financing of health services by the purchasing departments, covering the costs of examination, diagnosis and treatment, sharing the requested information with private insurance companies,
- We will inform you about your appointment electronically and by telephone,
- Identification and confirmation of your identity by patient services and medical staff,
- Analysis by the CLINIC management for the purpose of planning and managing the internal functioning of the institution and improving health services,
- Fulfilment of employee rights,
- Fulfilment of obligations and taking necessary measures within the framework of occupational health and safety, emergency medical interventions, follow-up of sick leave and/or follow-up of the health conditions necessary for the employee to fulfil his/her duties, fulfilment of obligations and taking necessary measures,
- Management of labour relations with the CLINIC employees, accounting management, internal reporting, provision of information technology services,
- Providing training to the staff by the CLINIC management,
- Recording of camera footage for privacy and security reasons in the workplace,
- Monitoring and prevention of unauthorised transactions and violations by information systems,
- Invoicing for services by accounting,
- Confirmation of relations with suppliers and all kinds of service providers contracted with the CLINIC by the CLINIC management and making contracts,
- Responding to questions regarding all kinds of health services regarding appointments, requests and complaints by the CLINIC management,
- Taking all necessary technical and administrative measures within the scope of data security of the CLINIC systems and applications by the CLINIC management and information systems,

The above-mentioned "Your Personal Data and Special Categories of Personal Data" are kept by the CLINIC in physical and electronic archives within the body of external service providers, some of which are located abroad, in accordance with the obligatory / necessary / beneficial transactions within the law.

2. METHODS OF COLLECTION OF PERSONAL DATA AND LEGAL GROUNDS

Personal Data may also be processed and transferred for the purposes specified in this text within the scope of the Personal Data processing conditions and purposes specified in Articles 5 and 6 of the KVKK in accordance with the basic principles stipulated by the KVKK.

The CLINIC shall process Personal Data only for precise, explicit and legal purposes, shall store Personal Data for the periods required by the purposes of processing the Personal Data described above, and shall not process Personal Data in a manner incompatible with the purposes for which they are collected in the KVKK and within the framework specified herein, and shall delete or destroy or anonymise Personal Data ex officio or upon the request of the person concerned, without prejudice to the cases that are legally obliged to be kept, in the event that the reasons requiring its processing disappear.

In addition, as stated in Article 6/3 of the Law, personal data relating to health and sexual life can only be processed for the protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing, by persons under the obligation of confidentiality or by authorised institutions and organisations without seeking the explicit consent of the data subject.

The purposes of processing personal data may be updated in line with our clinical policies and our obligations arising from the legislation.

3. TO WHOM AND FOR WHAT PURPOSE PERSONAL DATA MAY BE TRANSFERRED

Your personal data processed by the CLINIC may be transferred domestically or abroad, limited to mandatory information.

Your Personal Data for the Service Provided and Your Personal Data of Special Nature,

This information is used for; protection of public health, execution of medical diagnosis, treatment and care services, sharing the information requested with the Ministry of Health and other public institutions and organisations in accordance with the relevant legislation, fulfilment of legal and regulatory requirements, financing of health services by patient management, accounting and human resources departments, covering the costs of examination, diagnosis and treatment, sharing the information requested with private health insurance companies limited to the services provided, creating appointment requests via the internet and call centre and informing the patient within this framework, confirming your identity by clinical management and human resources, Planning and managing internal functioning by clinic management, providing training to clinic employees by human resources, monitoring and preventing abuse and unauthorised transactions by IT, invoicing for services by accounting, making and confirming agreements with suppliers for the performance of services, responding to all kinds of questions and complaints regarding services by clinic management, taking all necessary technical and administrative measures within the scope of data security of clinic systems and applications by clinic management, fulfilling education and training activities by educational institutions with which the clinic cooperates,

Fulfilling the obligations arising from the employment contract and legislation for employees, carrying out training activities, carrying out financial and accounting transactions, managing human resources processes, carrying out work and occupational health and safety activities, carrying out contract processes, opening salary accounts for employees, with GSM operators for the telephone and telephone line provided by the clinic, fulfilling the compulsory private pension obligations of the clinic, Your personal data and special categories of personal data may be transferred, processed at home or abroad by obtaining explicit consent and within the framework of the Personal Data processing conditions and purposes specified in Articles 8 and 9 of the KVKK and within the framework of the Personal Data processing conditions and purposes specified in Articles 8 and 9 of the KVKK. and 9. articles of the KVKK and within the framework of the Personal Data processing conditions and purposes specified in Articles 8 and 9 of the KVKK, and may be transferred and processed domestically or abroad.

4. RIGHTS RELATED TO PERSONAL DATA

Pursuant to Article 11 of the KVKK, Personal Data owners may apply to the CLINIC to;

- To learn whether their Personal Data is processed or not,
- To request information if their Personal Data has been processed,
- Access to and request for personal health data,
- To learn the purpose of processing their Personal Data and whether they are used in accordance with their purpose,
- To know the third parties in the country or abroad to whom their Personal Data are transferred,
- To request correction of Personal Data in case of incomplete or incorrect processing,
- To request the deletion/destruction of Personal Data within the framework of the conditions stipulated in Article 7 of the KVKK,

- To request that the transactions made pursuant to subparagraphs (d) and (e) of Article 11 be notified to third parties to whom Personal Data is transferred,
- To object to the occurrence of a result against them by analysing the processed data exclusively through automated systems,
- They have the right to demand compensation in case they suffer damages due to the processing of their Personal Data in violation of the KVKK.

5. DATA SECURITY AND RIGHT OF APPLICATION

Your personal data are protected within the framework of technical and administrative measures and the necessary security measures are provided at a level appropriate to possible risks and threats, taking into account technological possibilities.

You can submit your requests within the scope of the Law by filling out the "Data Breach Notification Form" at the internet address <https://busecolpan.com/wp-content/uploads/2022/04/Veri-Ihlal-Bildirim-Formu.pdf>;

- or address in person to Kazımıye Mah. Dumlupınar Cad. A Blok Apt. No:6-18A/A Çorlu/Tekirdağ
- or can send it through a notary public,
- or can send it to busecolpanozelsaglik@hs01.kep.tr kep address with secure electronic or mobile signature, via registered e-mail address or your electronic e-mail address registered in our system.

Data Owner

Name Surname

Signature