

INFORMATION CLAUSE REGARDING PERSONAL DATA

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter the “GDPR”), we inform you that:

1. **Controller**

The Controller of your personal data is *Dr Szczyt Chirurgia Plastyczna spółka z ograniczoną odpowiedzialnością spółka komandytowa* (a limited liability company limited partnership) with its registered office in Warsaw, entered in the Register of Entrepreneurs of the National Court Register under number 0000760437. You may contact us at ul. Królewicza Jakuba 37, 02-956 Warsaw, or by email at: info@drszczyt.pl.

2. **Data Protection Officer**

In order to monitor compliance with data protection rules, the Controller has appointed a Data Protection Officer, who may be contacted at ul. Królewicza Jakuba 37, 02-956 Warsaw, or by email at: iodo@drszczyt.pl.

3. **Purposes and legal bases of processing**

The Controller processes your personal data solely on the basis of law and for strictly defined purposes, namely:

- for the purpose of preventive healthcare, diagnosis and treatment, including processing related to the provision of healthcare services, informing you about the possibility of receiving such services, and providing patient education materials – legal basis: Article 6(1)(c) and Article 9(2)(h) GDPR,
- for the purpose of providing healthcare and managing healthcare systems and services, including patient registration, ensuring continuity of care, reminding you of scheduled appointments, confirming or cancelling visits, informing you of organisational changes affecting the provision of healthcare services, collecting and archiving declarations of consent regarding access to medical records and disclosure of health information, managing the healthcare entity, and performing auxiliary activities related to the provision of healthcare services – legal basis: Article 6(1)(c) and Article 9(2)(h) GDPR,
- for the performance of a contract concluded with you – legal basis: Article 6(1)(b) GDPR,
- for maintaining accounting records and fulfilling tax obligations, including issuing invoices and bills – legal basis: Article 6(1)(c) GDPR,
- for the purpose of marketing services provided by the Controller, including informing you about our services – legal basis: Article 6(1)(a) and Article 6(1)(f) GDPR,
- for the establishment, exercise or defence of legal claims – legal basis: Article 6(1)(f) GDPR.

4. **Voluntary provision of data**

Where the obligation to provide personal data does not arise directly from law, providing such data is voluntary; however, failure to provide it may hinder or prevent the proper provision of services by the Controller.

5. Recipients of data
Your personal data will only be disclosed to entities authorised to receive it under the law and

to entities participating in the performance of the contract concluded with you. This includes: healthcare professionals employed by or cooperating with the Controller, other persons performing auxiliary activities related to the provision of healthcare services, entities providing IT system maintenance, service providers ensuring adequate technical and organisational solutions enabling the provision of healthcare services, providers of legal and advisory services in the event of claims, entities maintaining medical registers as required by applicable law, and other entities authorised under statutory provisions, in particular Article 26 of the Act of 6 November 2008 on Patients' Rights and the Patient Ombudsman.

6. Retention period

The retention period of your personal data depends on the legal basis for processing:

- if the data constitutes medical documentation – 20 years from the end of the calendar year in which the last entry was made, in accordance with Article 29 of the Act on Patients' Rights and the Patient Ombudsman, subject to exceptions provided therein,
- if processed under Article 6(1)(c) GDPR – until such legal obligations (including tax obligations) are fulfilled and for the period required by law,
- if processed under Article 6(1)(b) GDPR – until completion of all factual and legal activities necessary for contract performance or for securing potential claims,
- if processed under Article 6(1)(f) GDPR – until the legitimate interests of the Controller have been fulfilled or until you object to such processing,
- if processed under Article 6(1)(a) GDPR – until you withdraw your consent.

7. Your rights

You have the right to access your data and receive a copy thereof, the right to rectification (correction), the right to erasure (the "right to be forgotten"), data portability, restriction of processing, and the right to object to the processing of personal data. These rights may be exercised by sending a request to: info@drszczyt.pl or to the Controller's address.

8. Right to withdraw consent

You have the right to withdraw your consent to the processing of personal data at any time. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal. This right may be exercised by sending a request to: info@drszczyt.pl or to the Controller's address.

9. Right to lodge a complaint

You have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.

10. Automated decision-making

Your personal data will not be subject to automated decision-making, including profiling.

11. Transfers outside the EEA

Your personal data will not be transferred to third countries (outside the European Economic Area).