

## **Information for patients in regards to personal data processing DOK-01 EN**

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The Administrator of **GYNEM, s.r.o.**, located at Na Ořechovce 576/7, IČ 288 712 43, is, based on their legal authorization to provide medical services, a medical service provider in accordance with law no. 372/2011, regarding medical services and with law no. 296/2008, regarding human tissue and cells.

### **How we store data**

In regards to the provision of medical care we are required to store personal data about you – the patient(s) – to the degree that the data is necessary for the provision of medical care. This data range is dictated by current legislation. If we store data above our legal responsibility, we ask for your written permission ahead of time.

Your personal data is stored and used exclusively in relation to the medical services we provide for you. We are also legally required to share your data for certain medical services as well as other legal obligations, such as tax or accounting responsibilities as well as with disease databases, when legally required.

The data stored about your person in our medical documentation contains mostly information required for your identification, information about procedures conducted on you, possibly data about your diagnosis, your treatment, prescribed medication, or medical equipment you use, results of complex or checkup tests, and potentially also the documentation of your agreement or disagreement with individual steps of a treatment or procedure.

### **Who we share data with**

We share your personal data only with authorized persons and institutions and only in such instances, when we are legally required to do so. The persons, who have can potentially come into contact with your personal data are also legally required to protect your personal data and must maintain secrecy.

Your personal data is never provided to foreign entities. This can happen only in exceptional circumstances, and only when you give permission (e.g. if you participate in a clinical study), or when it's legally prescribed.

In order to provide high-quality care, in some cases we use third party, external suppliers, particularly when it comes to technical support for our IT systems or for maintenance of the medical equipment we use for providing treatment. During these activities some of your personal data could be processed. External suppliers are in the position of so-called, processors and they have a written contract with us, which binds them to strict regulations when dealing with your personal data. In such a case, we do not require your personal consent in order to conduct these activities with our suppliers, since this type of relationship is legally permitted. Please know, that we select our suppliers with extreme care and using very strict criteria, thus there is no need for you to worry about the safety of your data. Currently, the following categories of suppliers could process your data: IT support providers and connected medical treatment providers, these are providers who provide you with essential care in connection with ours (anesthesia, external laboratory).

### **How long we keep your data**

We keep your personal data, only as long as we are required by current legislation. Particularly relevant is regulation no. 98/2012, regarding medical documentation, which sets the time according to which it is necessary to store medical documentation on a patient. Further relevant is the legal requirement for storing data in regards to tax and accounting responsibilities, which also set a certain archival period, for which it is necessary to store written documentation that proves medical treatment has occurred.

In cases of fulfilling our contract obligations, for example, in cases where we must provide medical treatment, which is not reimbursed by a public medical insurance company; your contact data is stored in our purchasing system etc., we store this personal data for a duration of one year since the time that you have completed or terminated your treatment with our medical institution, or since you have terminated your agreement for data storage.

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### Your rights in relation to the storage of personal data during medical procedures and treatment

As a patient you have the right of access to your personal data. If you conclude, that your personal data is not stored correctly or are inaccurate, you have the right to request a **correction** of your personal data. You also have **the right to delete** your personal data within the scope of voluntarily provided data, that is within our contractual obligation. Conversely, it is not possible to request the deletion of your personal data, which a provider of medical services is legally required to store, and that is due to legal requirements (responsibility set by current legislation), that is, in regards to the medical services that we provide to you.

If this concerns cases, where your personal data is processed based on your consent, you have the **right to revoke your consent** at anytime. By revoking your consent nothing will however be changed about the previous processing, which we have conducted before you have revoked your consent.

You also have the **right to know, how your data is processed, for what purpose, how long it is stored and where we have gained this data, and whether we share this data and with whom.** You also have the right to request information about your other rights in regards to your data. This document is intended primarily for your information, we are however, ready to provide you with any other information, or a clarification of any information provided in this document.

As a patient you may also file a complaint with the oversight agency, if you suspect, that your data is being mishandled or laws or regulations are being broken in regards to your personal data. You may file a complaint with the oversight agency, which on Czech territory is located at the following address, Pplk. Sochora 27, 170 00 Praha 7 ([www.uoou.cz](http://www.uoou.cz)).

Following revoking your consent, updating your data or with any other questions please contact:

E-mail: [gdpr@gynem.cz](mailto:gdpr@gynem.cz)  
Tel: +420 225 391 725

Or you may send it by post:  
Gynem s.r.o.  
Ledčická 1, Praha 8, 184 00