



## **COMMITMENT TO LOYALTY AND CONFIDENTIALITY BEYAZIT DENTAL CLINIC**

### **PERSONAL DATA STORAGE AND DESTRUCTION POLICY**

#### **INTRODUCTION**

##### **NATURE, PURPOSE, AND SCOPE OF THE DESTRUCTION POLICY**

This destruction policy (POLICY) is prepared by BEYAZIT DENTAL CLINIC , which provides ORAL AND DENTAL HEALTH SERVICES, under the responsibility of the DATA CONTROLLER DENTIST (DATA CONTROLLER), to determine the procedures and principles regarding the deletion, destruction, and/or anonymization of personal data obtained in accordance with the Law No. 6698 on the Protection of Personal Data and related legislation.

In this context, personal data of the CLINIC's employees, job candidates, patients, patient companions/guardians, and any individuals whose personal data is within the scope of the CLINIC for any reason are processed in accordance with the Constitution and laws within the framework of this Personal Data Storage and Destruction Policy.

#### **DEFINITIONS**

##### **Data Controller**

The natural or legal person who determines the purposes and means of processing personal data and is responsible for establishing and managing the data recording system.

##### **Relevant Person**

The natural person whose personal data is processed.

##### **Personal Data**

Any information related to a specific or identifiable natural person.

##### **Special Categories of Personal Data**

Data related to a person's race, ethnicity, political opinions, philosophical beliefs, religion, sect or other beliefs, clothing and attire, membership in associations, foundations, or trade unions, health, sexual life, criminal convictions, security measures, and biometric and genetic data.

##### **Processing of Personal Data**

All kinds of operations performed on personal data, such as obtaining, recording, storing, maintaining, modifying, reorganizing, disclosing, transferring, acquiring, making available, classifying, or preventing the use of data, whether fully or partially automated or non-automated as part of any data recording system.

#### **RESPONSIBILITY AND TASK DISTRIBUTION**

The DATA CONTROLLER is responsible for the preparation, development, implementation, publication, and updating of the POLICY, ensuring that employees act in accordance with the policy.

##### **Data Processor**

A natural or legal person who processes personal data on behalf of the data controller based on the authority granted by the data controller.

##### **Destruction**

The process of deleting, destroying, or anonymizing personal data.

##### **Erasure**

The process of making personal data inaccessible and unusable for any relevant users.

**Destruction**

The process of rendering personal data completely inaccessible and unrecoverable by anyone.

**Anonymization**

The process of making personal data impossible to relate to a specific or identifiable natural person even by matching it with other data.

**Law/KVKK**

The Law on the Protection of Personal Data No. 6698 published in the Official Gazette No. 29677 on April 7, 2016.

**Regulation**

The Regulation on the Deletion, Destruction, or Anonymization of Personal Data published in the Official Gazette No. 30224 on October 28, 2017.

**Board**

The Personal Data Protection Board.

**Institution**

The Personal Data Protection Authority.

**Recording Environment**

Any environment where personal data processed automatically or non-automatically, as part of any data recording system, is found.

**Data Recording System**

The recording system where personal data is processed based on certain criteria.

The DATA CONTROLLER is responsible for providing the technical solutions needed for the implementation of the POLICY.

CLINIC employees are required to comply with technical and administrative measures taken within the scope of the POLICY to ensure the proper implementation of the measures, prevent unlawful processing of personal data, prevent unlawful access to personal data, and ensure the lawful storage of personal data.

**METHODS OF COLLECTING PERSONAL DATA**

Personal data is collected by the DATA CONTROLLER through authorized data processors, in accordance with the conditions and purposes specified in the Law No. 6698 on the Protection of Personal Data and secondary regulations issued based on this law; through the applications of data subjects to the CLINIC and the initial information provided, by opening a record and creating a patient file, via forms and records maintained in paper and electronic environments, online via the SGK system, from records shared in case of benefiting from private insurance companies, from records of other healthcare institutions when referred to the CLINIC, by presenting CVs or job applications, and when individuals contact the CLINIC for any purpose and receive services, through both automatic and non-automatic methods, verbally, in writing, or electronically.

**RECORDING ENVIRONMENTS**

Personal data is securely stored in environments listed in the chart two in accordance with the law by the CLINIC.



#### **DATA STORED IN ELECTRONIC ENVIRONMENTS**

Servers (domain, backup, email, database, web, file sharing, etc.)

Software (office software, portal, medical programs)

Information security devices (firewall, intrusion detection and prevention, log files, antivirus, etc.)

Personal computers (desktop, laptop)

Mobile devices (phone, tablet, etc.)

Optical disks (CDs, DVDs, etc.)

Removable memory devices (USB, memory card, etc.)

Printer, scanner, photocopier.

#### **NON-ELECTRONIC ENVIRONMENTS**

Paper

Manual data recording systems (patient files, protocol book, inspection and audit book, work documents, visitor entrance book, and other books required to be kept under the Regulation on Private Healthcare Institutions Providing Oral and Dental Health Services)

Written, printed, visual media.

#### **EXPLANATIONS REGARDING STORAGE AND DESTRUCTION**

The personal data of employees, job candidates, patients, patient companions/guardians, and any individuals whose personal data is within the scope of the CLINIC is stored and destroyed in accordance with the Law by the DATA CONTROLLER. Detailed explanations regarding storage and destruction are provided below.

#### **EXPLANATIONS REGARDING STORAGE**

The concept of processing personal data is defined in Article 3 of the Law, and Article 4 states that processed personal data must be relevant, limited, and proportionate to the purpose for which they are processed and must be kept for the period specified in the relevant legislation or as necessary for the purposes for which they are processed. Articles 5 and 6 specify the conditions for processing personal data. Accordingly, within the framework of the CLINIC's activities, personal data is stored by the DATA CONTROLLER for the duration required by the relevant legislation or appropriate for processing purposes.

#### **LEGAL REASONS FOR STORAGE**

Personal data processed within the CLINIC are stored for as long as necessary for the services provided and the duration specified by relevant legislation. In this context, personal data is stored in accordance with:

- Law No. 6698 on the Protection of Personal Data
- Law No. 1219 on the Practice of Medicine and the Art of Medical Practices
- Turkish Code of Obligations No. 6098
- Turkish Penal Code No. 5237
- Social Insurance and General Health Insurance Law No. 5510
- Basic Law on Health Services No. 3359
- Occupational Health and Safety Law No. 6361
- Labor Law No. 4857
- Regulation on Private Healthcare Institutions Providing Oral and Dental Health Services
- Regulation on Occupational Health and Safety Services
- Patient Rights Regulation
- Medical Deontology Regulation
- Ethical Rules of the Turkish Dental Association
- Other relevant laws and any secondary regulations enacted under these laws.



#### **PROCESSING PURPOSES REQUIRING STORAGE**

Personal data processed within the framework of CLINIC activities are stored for the following purposes:

- To perform transactions as a result of signed contracts and protocols.
- To meet the evidentiary burden in potential future legal disputes.
- To fulfill legal obligations as required or mandated by legal regulations.

#### **REASONS REQUIRING DESTRUCTION**

Personal data are destroyed under the following circumstances:

- Changes or repeal of the relevant legal provisions that serve as the basis for processing.
- The purpose for processing or storing data has ceased.
- In cases where personal data processing occurs solely based on explicit consent, the relevant person withdraws their consent.
- As per Article 11 of the Law, upon the acceptance of a request made by the relevant person for deletion and destruction of their personal data by the CLINIC.
- If the CLINIC refuses the request for the deletion, destruction, or anonymization of personal data made by the relevant person, finds the response insufficient, or fails to respond within the time prescribed by law, they may appeal to the Board, and this request is found appropriate by the Board.
- The maximum period required for storing personal data has expired, and there are no circumstances justifying the retention of personal data for a longer period.

In these cases, personal data will be deleted, destroyed, or anonymized by the CLINIC upon the request of the relevant person or ex officio.

#### **TECHNICAL AND ADMINISTRATIVE MEASURES**

Technical and administrative measures are taken by the CLINIC in accordance with Article 12 of the Law and Article 6, paragraph 4, regarding special categories of personal data, as defined and announced by the Board to ensure the secure storage of personal data, prevent unlawful processing and access, and ensure lawful destruction of personal data.



PERIOD	RETENTION PERIOD	DESTRUCTION PERIOD
Fulfillment of Employer Obligations Through Human Resources Processes.	Records shall be kept for 10 years from the termination of the service contract; if there is a legal process ongoing, they shall be kept until the process concludes. (Article 86/1 of Law No. 5510).	During the first periodic destruction period following the expiration of the retention period.
Fulfillment of Obligations Related to Occupational Health and Safety.	Records must be kept for 15 years from the termination of the employment contract; if a legal process is underway, they should be retained until the process concludes. (Article 7 of the Regulation on Occupational Health and Safety Services)	
Health Service Provision	Relevant legal regulations and the requirements of health services dictate that records be retained for a period of 20 years. If a legal process is ongoing, records shall be kept until the process is concluded. (Articles 146, 147, and 478 of the Turkish Code of Obligations No. 6098, Articles 66-72 of the Turkish Penal Code No. 5237, Article 49 of the Regulation on Private Hospitals)	
Receiving Services from Individuals	The contract will be retained for 10 years following its termination, or until the conclusion of any ongoing legal process. (Article 146 of the Turkish Code of Obligations No. 6098)	



NOTE: If a longer period is stipulated under the law or other regulations, or if longer periods are foreseen for statute of limitations, deadlines, retention periods, etc., the durations specified in the regulations are considered the maximum retention period.

#### **PUBLICATION AND STORAGE OF THE POLICY**

The POLICY is prepared in printed form with a wet signature and stored in the relevant files at the DENTAL CLINIC. If the DENTAL CLINIC has a website, the POLICY is also publicly disclosed on the website.

#### **UPDATE PERIOD OF THE POLICY**

The POLICY is reviewed as needed, and the necessary sections are updated.

#### **EFFECTIVENESS AND REPEAL OF THE POLICY**

The POLICY is considered to be in effect upon the completion of the VERBIS registration by the DATA CONTROLLER.

In the event of a decision to repeal, the old copies of the POLICY with wet signatures are canceled by the DATA CONTROLLER (by stamping or writing "canceled") and signed, and are kept in the relevant files at the DENTAL CLINIC for at least 5 years.

#### **Periodic Destruction Period**

According to Article 11 of the Regulation, the DATA CONTROLLER has determined the periodic destruction period as 6 months. Accordingly, the periodic destruction process is carried out at the DENTAL CLINIC every year in June and December.

#### **DATA CONTROLLER'S**

**NAME SURNAME :**

**DATE:**

**SIGNATURE:**