Information on the Processing of Personal Data
DOK-01 EN

The controller, GYNEM, s.r.o., with its registered office at Na Ořechovce 576/7, Company Identification Number (IČ) 288 712 43, is a healthcare provider authorised to provide health services based on a valid authorisation in accordance with Act No. 372/2011 Coll., on Health Services, and Act No. 296/2008 Coll., on Human Tissues and Cells.

I. What Data We Collect

In compliance with **Decree No. 444/2024 Sb.** on medical documentation, we are legally mandated to collect personal data to the extent necessary for the provision and reporting of healthcare. The processed data categories include:

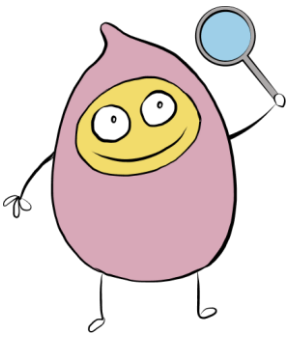
- **National Identifiers and Identification Data:** Name, surname, date of birth, personal identification number and the type and number of your personal identification document.
- **Health Data:** Comprehensive information regarding your health status, diagnoses, results of examinations, treatment progress, and any prescribed medications or medical devices.
- **Contact Data:** Phone number and email address (utilized for official communication during treatment), residential address, and any designated contact address.
- **Documentation:** Formally recorded informed consents or refusals related to specific medical procedures and treatments.

If we record your personal data beyond the obligations imposed on us by legal regulations, we will always request your prior written consent. We process personal data primarily for the purpose of providing healthcare services and fulfilling the legal obligations of the provider. We use consent only in cases where required by legal regulations or when no other legal ground exists for specific processing.

II. Who Has Access to Your Data

Only authorized persons have access to your data, in particular our employees and, to the appropriate extent, external collaborators who work with the data to the extent necessary to fulfill their tasks. All these persons are bound by a duty of confidentiality and obligations regarding personal data protection.

- **Healthcare professionals:** Doctors and nurses have access to your complete documentation for the purpose of determining and carrying out the treatment procedure.
- **Coordinators:** Information on the course of treatment and assistance with communication with the doctor are ensured by coordinators who are external collaborators of the clinic. They have access to health status information and medical documentation only to the extent necessary for organizing and coordinating treatment, and based on a written designation by the patient recorded in the medical documentation.
- **Reception staff:** They ensure your registration, appointment booking, and administrative preparation for your visit.



To the necessary extent, administrative and operational staff also have access to your data to perform necessary acts related to billing and reporting provided care to health insurance companies, quality management (including internal audits), and technical administration of our information systems (internal IT specialist).

We are also obliged to disclose your personal data to authorized institutions when fulfilling legal duties, for example as part of reporting covered care, reporting to national health registers, or during audits by medical review officers of health insurance companies.

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III. Whom We Disclose Data To

We disclose your personal data to authorized entities and institutions only in cases where this obligation is imposed on us by legal regulations. Persons who have the opportunity to inspect your personal data are also bound by law to personal data protection and mandatory confidentiality.

As a rule, we do not transfer your personal data abroad. This can only occur exceptionally if you grant consent (e.g., if you participate in a clinical study) or if stipulated by legal regulations.

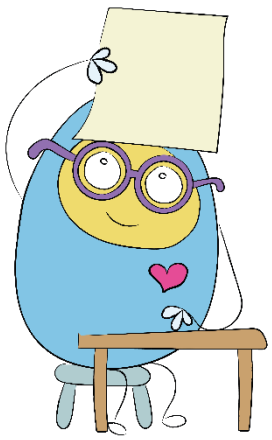
To provide quality care, in some cases we also use external suppliers, particularly for technical support of information systems and administration of medical devices. If an external supplier processes personal data on our behalf, they act as a processor and are bound by a written contract and our instructions. Patient consent is not required for such processing, as the supplier processes data under the same purpose and legal ground as the provider. Providers of follow-up health services, in particular providers of anaesthesiology care or external laboratories, process data to the extent necessary to provide their health services and may act as independent controllers.

IV. How Long We Retain Data

We retain your data for the period laid down by legal regulations. Specific retention periods for medical documentation are determined by Decree No. 444/2024 Coll., on Medical Documentation. Upon expiration of the specified periods, we proceed in accordance with Act No. 499/2004 Sb., on Archival and Records Management, under which documentation is professionally destroyed or transferred to an archive as part of the disposal process.

V. Your Rights in Connection with Personal Data Collection When Receiving Healthcare Services

- **Right of access:** You have the right to know what data about you is processed, for what purpose, for how long, where we obtained this data, and whether and to whom we transfer it.
- **Right to rectification:** If your data is inaccurate, we will correct it by making a record in the documentation.
- **Limitation of the right to erasure:** In cases where your personal data is processed based on consent, you also have the right to revoke consent at any time. However, revoking consent will in no way affect previous processing carried out prior to its revocation. In healthcare, the right to erasure cannot be exercised for data that we are legally required to maintain in medical documentation for a specified retention period.
- **Complaint:** If you believe that we are handling your data improperly, you may contact the Office for Personal Data Protection (www.uoou.cz).

To revoke consent, update data, or for any other inquiries, you may use the following contact details:

- **Email:** gdpr@gynem.cz
- **Phone number:** +420 225 391 725
- **Address:** Gynem s.r.o., Ledčická 1, Praha 8, 184 00