

# Personal Data Protection Information Notice

**DOKU AESTHETICS AND HEALTH SERVICES TRADE LTD. CO.** takes all necessary technical and administrative measures at the highest level to ensure that your personal data is collected, stored, and shared in compliance with the law and to protect your privacy.

The purpose of this Information Notice is to provide you with transparent information, as required by **Article 10 of the Law on the Protection of Personal Data No. 6698 (KVKK)**, about the methods of collecting your personal data, the purposes of processing, the parties to whom your data may be transferred, the legal grounds for processing, and your rights under the law.

This document applies specifically to the **“Patient”** data subject group within our company.

## A. Identity of the Data Controller

In accordance with the **Law on the Protection of Personal Data No. 6698**, your personal data may be collected and processed by **DOKU AESTHETICS AND HEALTH SERVICES TRADE LTD. CO.** (“Company”) as the **data controller**, within the scope and purposes described below.

## Company Contact Information:

- **Phone:** +90 555 140 04 04
- **E-mail:** Not specified
- **Address:** Merkez Mahallesi, İstiklal Sokak No: 9/75, Şişli – İstanbul / Türkiye

## B. Purpose of Processing Personal Data

Your personal data collected by our company will be processed for the purposes listed below, in accordance with the conditions and purposes of personal data processing specified in **Articles 5 and 6 of the Law No. 6698**:

Data Category	Type of Data	Special Categories of Personal Data	Purpose of Processing
Physical Space Security	Camera recordings, Building/Office entry-exit recordings		Execution of Information Security Processes, Ensuring Physical Space Security, Ensuring the Security of Data Controller Operations, Ensuring the Security of Fixed Assets and Resources, Execution of Emergency Management Processes, Execution/Supervision of Business Activities, Execution of Occupational Health/Safety Activities, Creation and Monitoring of Visitor Records, Execution of Activities in Compliance with Legislation, Monitoring and Conducting Legal Affairs, Execution of Communication Activities,

			and Providing Information to Authorized Persons, Institutions, and Organizations
<b>Transaction Security</b>	IP address information, Mac ID, Internet Access Log Records, System		Execution of Information Security Processes, Execution of Audit/Ethics Activities,
	and Application user account information, Mail traffic monitoring records		Carrying out activities in accordance with legislation, ensuring the security of data controller operations, creating and monitoring visitor records, creating and managing information technology infrastructure, monitoring and conducting legal affairs, conducting communication activities, and providing information to authorized individuals, institutions, and organizations.
<b>Contact Information</b>	Email address, phone number, address information, address registration system records, address type, mobile phone number, home phone number, contact address, postal code, social media addresses		Execution of Customer Relationship Management Processes, Planning and Execution of Service Processes, Planning and/or Execution of Treatment Process Support Services Activities, Planning and Execution of International Health Tourism Processes, Joint Processes Carried Out with Group Companies and Business Partners, Execution of Activities in Accordance with Legislation, Monitoring and Execution of Legal Affairs, Execution of Communication Activities, Providing Information to Authorized Persons, Institutions and Organizations, Execution of Contract Processes, Execution of Finance and Accounting Affairs, Execution/Audit of Business Activities, Management of Relationships with Business Partners and Suppliers, Execution of Marketing Processes for Products/Services, Planning and Execution of Medical Diagnostic,

			Treatment and Care Services
<b>Identity Information</b>	Name, Surname, Passport Information, Signature, Native Language, Mother's Name, Mother's Maiden Name, Military Service Information, Father's Name, Gender, Date of Birth, Place of Birth, Date of Marriage, Identity Information, Marital Status, ID Card/Passport Book Family Sequence Number, ID Card/Passport Book Volume Number, ID Card/Passport Book		Execution of Customer Relationship Management Processes, Planning and Execution of Service Processes, Planning and/or Execution of Treatment Process Support Services Activities, Planning and Execution of International Health Tourism Processes, Joint Processes with Group Companies and Business Partners, Execution of Communication Activities, Execution of Activities in Compliance with Legislation, Monitoring of Requests/Complaints, Management of Security Processes/
	Photocopy, ID card/passport registration number, ID card/passport serial number, ID card/passport serial number/sequence number/registration number, ID card/passport place of issue, ID card/passport reason, ID card/passport date of issue, province/district/neighborhood/village/place of registration, Passport number, Personnel registration number, Social Security number, Driver's license information, Turkish ID number, Nationality, Country information, Tax identification number, Age, Tax number		Planning/Following/Executing, Informing Authorized Persons, Institutions, and Organizations, Following and Conducting Legal Affairs, Executing Contract Processes, Executing Finance and Accounting Affairs, Executing/Auditing Business Activities, Managing Relationships with Business Partners and Suppliers, Executing Marketing Processes for Products/Services, Planning and Executing Diagnostic and Therapeutic Processes, Planning and Executing Medical Diagnostic, Treatment, and Care Services

<b>Health Information</b>		Personal health information, photograph, information regarding treatment process, disability status, hospital reports, disability report, birth report, blood type information, health report, medications used, allergy and disease information, doctor's approval, diagnosis and treatment information, pre- and post-treatment photographs, treatment and diagnosis to be performed, medical condition information, consent form information	Execution of Customer Relationship Management Processes, Planning and Execution of Service Processes, Planning and/or Execution of Treatment Process Support Services Activities, Planning and Execution of International Health Tourism Processes, Execution of Communication Activities, Joint Processes with Group Companies and Business Partners, Execution of Activities in Compliance with Legislation, Monitoring and Execution of Legal Affairs, Informing Authorized Persons, Institutions, and Organizations, Planning and Execution of Post-Treatment Support Services Activities, Planning and Execution of Medical Diagnosis, Treatment, and Care Services, Monitoring the Patient's Operation Process and Treatment Progress
<b>Professional Experience</b>	Title, Department name, Diploma information, Education information, General aptitude test, Courses attended, Work experience, Meetings attended,		Conducting Communication Activities, Planning and Executing International Health Tourism Processes, Conducting Activities in Compliance with Legislation, Monitoring and Executing Legal Affairs, Authorized
	Professional information, educational background, performance, career development, potential information, reference information, certificates, level, job evaluation, and grade information, External experience information, Internal experience information, Foreign language		Providing Information to Individuals, Institutions and Organizations, Planning and Execution of Service Processes, Planning and Execution of Medical Diagnosis, Treatment and Care Services

	proficiency		
<b>Visual and Audio Records</b>	Photo, Video		Carrying out storage and archive activities, planning and execution of service processes, carrying out communication activities, planning and execution of international health tourism processes, carrying out activities in accordance with legislation, monitoring and execution of legal affairs, providing information to authorized persons, institutions and organizations, planning and/or execution of treatment process support services activities.
<b>Risk Management</b>	Audit and Inspection records/reports		Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, and providing information to authorized persons, institutions, and organizations.
<b>Employment Information</b>	AGI Form, Family Information, Appointment/Promotion Information, Private Pension and Life Insurance Information, Payroll Information, Employment Certificate, KGVM Letter, Retirement Information, Disciplinary/Incident Investigation, Absence Information, Allocated Vehicle Information, Overtime Information, Relative Information Working in the Company, Discharge Letter, Job Interviews and Evaluations, Enforcement/Wage Garnishment/Alimony Information, Notice Payment, Residence, Termination Information, Bonus Information, Employment Contract Termination Notification, Recruitment Forms,		Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, providing information to authorized persons, institutions and organizations, carrying out contract processes.

	<p>Employment Document Records, Dismissal Document Records, Employment Start Date, Employment Notice, Employment Slip, Dismissal Notice, Termination Date, Leave Information (Leave Start/End Date/Entitled Leave Information/Leave Type/Leave Request Information/Number of Leave Days Remaining/Number of Leave Days Used/Number of Hours), Seniority Information, Severance Pay, Rent Information, Reprimand and Security Information, Personal Comments, Preferences, Tastes, Habits, Private health insurance information, Personnel information, Benefit information, Certified civil registration sample, Request/Complaint content, Company registration number, Company code, Social Security premiums, Social Security occupation code, Travel Requests/Information, Consent texts, Policy information, Expert report, Personal accident coverage information, Timeline information, Addendum, Near-miss incident type, Contract information, Title</p>		
<b>Legal Transaction Information</b>	<p>Correspondence information with judicial authorities, case file information, signature circulars, court minutes, police reports, power of attorney, legal proceedings information</p>		<p>Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, providing information to authorized persons, institutions and organizations, carrying out contract processes.</p>

<b>Foundation Membership</b>		Foundation membership information	Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, and providing information to authorized persons, institutions, and organizations.
<b>Union Membership</b>		Union membership information	Carrying out activities in accordance with legislation and legal affairs
			Monitoring and Execution, Conducting Communication Activities, and Providing Information to Authorized Persons, Institutions, and Organizations
<b>Association Membership</b>		Association membership information	Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, and providing information to authorized persons, institutions, and organizations.
<b>Criminal Convictions and Security Measures</b>		Information on criminal convictions, information on security measures, criminal record	Carrying out activities in accordance with legislation, monitoring and carrying out legal affairs, carrying out communication activities, providing information to authorized persons, institutions and organizations.
<b>Customer Transaction Information</b>	Customer instructions and records, Order information, Customer contact information, Procedure performed, Treatment amount, Operation and arrival date		Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, carrying out communication activities, providing information to authorized persons, institutions and organizations, carrying out contract processes, carrying out finance and accounting affairs, planning and execution of service processes, planning and execution of medical diagnosis, treatment and care services.

<b>Financial Information</b>	Receivable balance, Bank account information, Financial performance information, Account and Payment information, Title deed information, IBAN and Account Number Information, Bank statements, Account statements, Debt- Receivable information, Advance information, Income information, Salary, Expense information, Interest amount and rate to be paid, Premium information, Traffic fine information, Wage information, Letter of guarantee information, IBAN, Price information		Carrying out activities in accordance with legislation, monitoring and conducting legal affairs, conducting communication activities, providing information to authorized persons, institutions and organizations, conducting contract processes, conducting finance and accounting affairs, conducting/auditing business activities, conducting customer relationship management processes, managing relationships with business partners and suppliers, planning and executing service processes, planning and executing diagnostic and treatment processes.
<b>Family Members and Relatives Information</b>	Data owner's relative's Name-Surname, Data owner's relative's Gender, Data owner's relative's Department, Data owner's relative's Date of Birth, Data owner		Carrying out activities in accordance with legislation, monitoring and carrying out legal affairs, carrying out communication activities, providing information to authorized persons, institutions and organizations.
	Place of Birth of the Data Subject, Education Information of the Data Subject's Relative, Contact Information of the Data Subject's Relative, Identity Information of the Data Subject, Date of Entry to the Company of the Data Subject, Company of the Data Subject, Turkish Identity Number of the Data Subject, Telephone Number of the Data Subject, Degree of Relationship of the Data Subject		

### C. To Whom and For What Purposes Can Processed Personal Data Be Transferred?

Your collected personal data may be transferred to the following parties (if specified in the table) within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of Law No. 6698, limited to the achievement of the purposes specified above:



<b>Data Category</b>	<b>Transfer Purposes</b>	<b>Buyer Groups</b>	<b>International Transfer</b>
<b>Physical space security</b>	For transactions managed together with the affiliated institution/company, Planning, Auditing and Execution of Information Security Processes, Ensuring the Security of Fixed Assets and/or Resources, Information Sharing, Management/Planning/Monitoring/Execution of Security Processes, Monitoring and Execution of Legal Affairs	Group Company, Authorized Public Institutions and Organizations, Lawyer, E-Tracking Application, Representative of the Related Person	None
<b>Transaction security</b>	Planning, Auditing and Execution of Information Security Processes, Information Sharing, and Monitoring and Execution of Legal Affairs	Group Company, Lawyer, E-Tracking Application, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Communication</b>	For transactions managed together with the affiliated institution/company, planning and execution of treatment processes and support services activities, planning and execution of international health tourism processes, processes carried out jointly with the group company and business partners, planning and execution of service processes, information sharing, monitoring and execution of legal affairs.	Social Media Platforms, Suppliers, WhatsApp Application, Group Company, Business Partners, Lawyers, E-Tracking Applications, Representatives of the Relevant Person, Authorized Public Institutions and Organizations	Yes
<b>Identity</b>	Planning and Execution of Service Processes, Planning and Execution of Treatment Processes and Support Services Activities, Processes Carried Out Jointly with Group Companies and Business Partners, Planning and Execution of International Health Tourism Processes, Information Sharing, Management/Planning/Following/Execution of Security Processes, Monitoring and Execution of Legal Affairs, Planning and Execution of Diagnostic and Treatment Management Processes for transactions managed jointly	Social Media Platforms, Suppliers, WhatsApp Application, Group Companies, Business Partners,	Yes

	with affiliated institutions/companies.		
		Open to the public, Authorized Public Institutions and Organizations, Lawyer, E-Tracking Application, Representative of the Related Person	
<b>Health Information</b>	Planning and Execution of Service Processes, Planning and Execution of Treatment Processes and Support Services Activities, Planning and Execution of International Health Tourism Processes, Processes Carried Out Jointly with Group Companies and Business Partners, Monitoring and Execution of Legal Affairs, Information Sharing, and For Transactions Managed Together with Subsidiary Institutions/Companies	Social Media Platforms, Suppliers, WhatsApp Application, Public, Group Company, Business Partners, Lawyer, E-Tracking Application, Representative of the Relevant Person, Authorized Public Institutions and Organizations	Yes
<b>Professional Experience</b>	Planning and Execution of International Health Tourism Processes, Information Sharing, Monitoring and Execution of Legal Affairs, and For transactions managed jointly with affiliated institutions/companies	Social Media Platforms, Public, Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	Yes
<b>Visual and Audio Recordings</b>	Backup, Planning and Execution of International Health Tourism Processes, Information Sharing, Monitoring and Execution of Legal Affairs, Planning and Execution of Service Processes, Planning and Execution of Treatment Processes and Support Services Activities	Dropbox, Social Media Platforms, Public, Lawyer, E-Tracking Application, Group Company, Relevant Person's Attorney, Authorized Public Institutions and Organizations, Business Partners	Yes
<b>Risk management</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Authorized Public Institutions and Organizations, Relevant Person Representative	Yes

<b>Personnel</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Legal action</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person,	None
		Yetkili Kamu Kurum ve Kuruluşları	
<b>Foundation Membership</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Union Membership</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Association Membership</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Criminal Conviction and Security Measures</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Müşteri işlem</b>	Information sharing, monitoring and execution of legal affairs, planning and execution of diagnosis and treatment management processes, for transactions managed jointly with affiliated institutions/companies. Information sharing, monitoring and execution of legal affairs, for transactions	Lawyer, E-Tracking Application, Group Company, Representative of the Relevant Person, Authorized Public Institutions and Organizations, Suppliers, WhatsApp Application	Yes

	managed jointly with affiliated institutions/companies.		
<b>Finance</b>	Information sharing, monitoring and execution of legal affairs, planning and execution of diagnosis and treatment management processes, for transactions managed jointly with affiliated institutions/companies. Information sharing, monitoring and execution of legal affairs, for transactions managed jointly with affiliated institutions/companies.	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None
<b>Family Members and Relatives Information</b>	Information sharing, monitoring and execution of legal affairs	Lawyer, E-Tracking Application, Group Company, Representative of the Related Person, Authorized Public Institutions and Organizations	None

#### D. Method and Legal Reason for Collecting Personal Data

##### a. Personal data collection methods:

- Camera/video recording file
- Wi-Fi Controller
- Call Center
- Social media platforms
- WhatsApp application
- CRM
- Agency
- From the relevant person
- Documents Declared by the Person in Question
- Statement of the Person in Question
- Incoming email
- Personnel file
- Official documents
- Phone call
- Electronic media
- Invoices
- Website
- Google and other advertising channels
- Patient Information Form
- Patient Planning and Consent Form

b. Legal reasons for collecting personal data:

- Legitimate Interest of the Data Controller
- Prescribed by Law
- Obtaining Explicit Consent
- Establishment of a Contract
- Establishment, Exercise, and Protection of a Right
- Fulfillment of a Legal Obligation

**E. Kivuz KVKK Management System Personal Data Use**

As a company, in order to fulfill our obligation to inform individuals by notifying them of the processed data, and to obtain and monitor explicit consent when necessary for data use, the "TR Identity Number", "E-Mail Address", "IP Address" and "Mobile Phone" information collected from individuals will be shared with the Kivuz Program (owned by Peerlog Bilişim A.Ş.), for which we have retained a proxy. In order to make and monitor the Information Text and Explicit Consent notifications, the Kivuz system will record the necessary of the specified 4 (four) personal information on its system, and will record your personal data processing permissions and the information obligation notifications made to you along with this information. No one will be able to access these 4 (four) personal data on the Kivuz system except our company, our KVKK consultant (if any) on the Kivuz system and the Kivuz system administrators.**Kişisel Veri Sahibinin 6698 sayılı Kanun'un 11. Maddesinde Sayılan Hakları**

As a company, in order to fulfill our obligation to inform individuals by notifying them of the processed data, and to obtain and monitor explicit consent when necessary for data use, the "TR Identity Number", "E-Mail Address", "IP Address" and "Mobile Phone" information collected from individuals will be shared with the Kivuz Program (owned by Peerlog Bilişim A.Ş.), for which we have retained a proxy. In order to make and monitor the Information Text and Explicit Consent notifications, the Kivuz system will record the necessary of the specified 4 (four) personal information on its system, and will record your personal data processing permissions and the information obligation notifications made to you along with this information. No one will be able to access these 4 (four) personal data on the Kivuz system except our company, our KVKK consultant (if any) on the Kivuz system and the Kivuz system administrators.Bu kapsamda kişisel veri sahipleri;

- To learn whether personal data has been processed,
  - To request information if personal data has been processed,
  - To learn the purpose of processing personal data and whether it is being used in accordance with its intended purpose,
  - To know the third parties to whom personal data has been transferred, both domestically and internationally,
  - To request correction of personal data if it is incompletely or inaccurately processed, and to request notification of the action taken to third parties to whom personal data has been transferred,
  - To request the deletion or destruction of personal data if the reasons requiring processing no longer exist, despite the processing being in accordance with the provisions of Law No. 6698 and other relevant laws, and to request notification of the action taken to third parties to whom personal data has been transferred,
  - To object to the analysis of processed data exclusively through automated systems, resulting in a result detrimental to the person,
- To request compensation for damages suffered due to the unlawful processing of personal data, you may submit your request to exercise your rights specified above to the Company using the following methods, in accordance with Article 13, Paragraph 1, of Law No. 6698 and the Communiqué No. 30356, dated March 10, 2018, on the Procedures and Principles for Applications to the Data Controller:

#### In Writing

- Posta Adresi : MERKEZ MAHALLESİ İSTİKLAL SOKAK NO: 9/75 ŞİŞLİ İSTANBUL • **Postal Address:** Merkez Mahallesi, İstiklal Sokak No: 9/75, Şişli - İstanbul / Türkiye

#### Through a Notary Public

- **Postal Address:** Merkez Mahallesi, İstiklal Sokak No: 9/75, Şişli - İstanbul / Türkiye

In applications, only information about the applicant will be provided; information about other family members or third parties will not be available. The COMPANY reserves the right to verify your identity before responding. Başvurunuzda;

- a. Your name, surname, and signature if the application is in writing;
- b. Your Turkish Republic ID number for citizens of the Republic of Turkey; if you are a foreigner, your nationality, passport number, or your ID number, if applicable;
- c. Your residence or workplace address for notification;
- d. Your email address, telephone, and fax numbers, if applicable, for notification;
- e. The subject of your request must be included, and any relevant information and documents must also be attached to the application.

Depending on the nature of your request, we must provide you with complete and accurate information and documents that will facilitate identification. Failure to provide the requested information and documents may result in disruptions to the COMPANY's ability to conduct thorough and high-quality investigations based on your request. In this case, the COMPANY reserves its legal rights. Therefore, your application must be complete and include the requested information and documents, based on the nature of your request.

#### F. Burden of Documentary Proof

No	Inventory API Key
1	b813357d7611820f3a908b334747e96d
2	074cbe1dcf0659b9d94ed4dd8c988a07
3	b1097e38a5860863eafbc16f968bdae2
4	858d6f7f44a109abfbd78eefbaf60086
5	6806e065cf9c4954f5934ae901e03445
6	82d474f49078fe2845b79cdb7dcd986d
7	a5f3de988c486ac2010a61330f8f1a7e
8	7ef6f3f4bba46fc656669975a3706f0a
9	6a92099028f078b3831b8fff7316f9a6
10	3de60f1ddb2886073456af9c3588633
11	4126992bf5245eccea48639b3da99a17
12	5883de5b9c0bc9e03f2a13d0b865a0e6
13	d7155cdb6df3ceb94fd6c8a26b3695a7

14	262c1ad2721c03cbe2f9b71a0a6c04f3
15	97446718d5b9cc9fa972022583f393f6
16	4fa6908673482e741de70705fdd01fc9
17	8acdca7ff81b5d31dac7b427b82ddb1e
18	47f8dacc3472894712200a1f0775c7a9
19	86b7bcb9ecd126da05f7aeb9bc823119
20	0bd03ce6debc5ccfbdbcf0428e94e85d
21	09d368fafa4306ce21ae85b9d98401d4
22	b4461cdfc10bd497d7dd92799b4a0d95
23	586433f157dce1641df3fa6af1da8f76
24	7e9f77b34145c7c01ee085cd7f7ccd28
25	f516583dccad1ce162abc60cc89c6fe1
26	36ff5b9a69a240d697a37a2c03f5bfa0
27	2a75a06982d09d7c736f4a4f9dc09fd8
28	802b81c4f654130c3e77487f4b88cbc8
29	48174b137c493b590f749419c4194776
30	194829ff70c085bc49cffbb9198fa562
31	9836b40ed2f64cdc173606bad4331f19
32	9785cb32f0657c9fe6641e6813724b2e
33	9441664110681329e5b28ca8d936af4e
34	cf3ecbf920424e691aa8639f6c400bf4
35	3eb7725e561fdd7d37b8fe2a1c257756
36	ef0a772e543d7d75700c8528ab1de661
37	0589db64c97f95432bf0bc2cfbb5af9b
38	a41a370ad4a39b5ca60ad7fbc4406319
39	ae32a0f3f04deb500c19de8bacecb406
40	6e8a5bd8663c1422063800b6bbec1898
41	75de31bd8188b1919c2448bd8bd6ff7d
42	4a942edd5632bf105e34c8b6c076b40c
43	3b0434d5ca552cb421c89568bc6af6862
44	1ba364751b065112812e7d0f6aad606a
45	873aed50258c2f29d58e23059f53a7e3

