

Appendix II., DATA and DOCUMENT HANDLING RULES

In its quality as **health care provider**, the **Health Centre** (quoted below as **Provider**), managed by the company **Alp-Favill '96 Ltd.** (with headquarters in HU-6724 Szeged, Kenyérgyári road 4., company registry number: 06-09-010722, tax code: 13767660-2-06), hereby sets the dispositions related to handling of the personal data and special data needed for making use of the health care services, as follows.

1. NAME of the DATA MANAGER

The **Health Centre** managed by the **Alp-Favill '96. Építőipari és Szolgáltató Korlátolt Felelősségű Társaság** (Limited company for construction industry and services)

2. ADDRESS (headquarters) of the DATA MANAGER HU-6724 Szeged, Kenyérgyári road 4.

3. INTERNET ACCESS to the DATA MANAGER
www.globewalker.eu; info@globewalker.eu

4. DETAILS of the DATA PROCESSING

The data shall be gathered upon voluntary, informed and expressed contribution of the website user (**Client**) and used for provision of the requested health care services, information of the client, mailing of newsletters, filling-in forms, handling e-mail messages, sales promotion and enforcement of the Provider's rights.

5. LEGAL BASIS of the DATA PROCESSING

The Client's voluntary approval as stated within Act n. 112./2011, 5. § (1/a) and (2/a) on freedom of information and right to self-determination on information.

6. EXTENT of the PROCESSED DATA

(i) Personal identity data indicated by the Client, such as complete name, address of residence, place and datum of birth, electronic accessibility (e-mail address, phone number), health care identity, such as social security (TAJ) number, name of the social service provider; (ii) special data such as health status information.

Access to these data is exclusively reserved to the Provider, neither other clients of the Provider nor other users of the website have access to them.

7. PLAN of the HEALTH CARE DOCUMENTATION, RULES of DATA MANAGEMENT, CONFORMITY to the DATA PROTECTION REQUIREMENTS

All cases of ambulant patient care provided by the **Health Centre** shall be handled within the Integrated Information Management System of the **Dental4** polyclinic. This information system is managed by the company **Sec Trading Ltd.** (Budapest, Városligeti avenue 47 – 49., tax code 22962289-2-42), as well as by the system administrator employed by the data manager. In the **Dental4** system the access rights are separately defined, both horizontally and vertically. Horizontal access rights are divided according to workplaces, whereas vertical rights are divided professionally (assistants and physicians). The system is secured with respect to internal and external data traffic; stored data are inaccessible to unauthorized persons.

The **Health Centre** records, stores and manages the following health status data and documents considered as special:

- anamnesis, health condition, content of the medical reports (other statements);
- alphanumerically coded patient data (BNO, OENO, etc.);
- filled-in forms;
- diagnostics.

Daily background copies of the stored data are saved.

Paper-based documentation is processed on standard forms of the **Health Centre**.

At every consultation, the **Health Centre** records the name, birth datum, address, phone number of the patient, as well as the identified diseases and the recommended medication.

8. OBJECTIVES of the DATA PROCESSING

Identification of the Client, maintenance of contact with the Client, straightforward trade promotion of the Provider and – *last but not least* – performance of the health care service.

The Provider will not use the personal and special data gathered from the Client in any other ways. With the exception of legally binding data forwarding, the Provider will forward personal data toward third parties only after previous and informed request and/or approval of the Client.

9. DURATION of DATA MANAGEMENT

With the exception of legally defined data, the **Provider** will store clients' data until reception of a written request for deletion, submitted by the Client.

10. DELETION of PERSONAL DATA

Clients may forward their written requests for deletion of their personal data to the headquarters of Provider. Thereupon the personal data of the Client will be deleted from the Provider's evidence within five working days. The special health condition data will remain anonymously stored in the Provider's database.

11. DATA SAFETY DISPOSITIONS

The clients' personal and special data are stored in the Provider's server room, in a building protected by warning systems, situated under the address Szeged, Kenyérgyári road 4.

12. POSSIBLE MODIFICATIONS of the DATA HANDLING RULES

The Provider hereby reserves his right for unilateral modification of these data management regulations, with previous advice given to the clients.

13. CLIENTS' RIGHTS RELATED to MANAGEMENT of their PERSONAL and SPECIAL DATA

Clients are entitled to ask for information on the management of their personal and special data. Upon request, the Provider shall deliver to the Client information on the data processed, the purpose, legal base and duration of the management. Requests for information shall be submitted in writing to the Provider's headquarters and will be answered within eight working days from reception. As outlined in item **10** of these rules, clients are entitled to ask for deletion of their data. All data are processed by the Provider.

14. ENFORCEMENT of CLIENTS' RIGHTS

Clients may proceed to enforcement of their rights in Courts, in sense of the dispositions stated within Act n. 112./2011, 22. § on freedom of information and right to self-determination on information. Alternatively, clients are entitled to initiate proceedings at the National Data Protection and Information Freedom Authority. (Nemzeti Adatvédelmi és Információszabadság Hatóság, headquarters: HU-1125 Budapest, Szilágyi Erzsébet avenue 22/c, phone: +36 (1) 391-1400, e-mail: ugyfelszolgalat@naih.hu, <http://naih.hu>).

Further questions, observations can be addressed to the Provider's e-mail address: **info@globewalker.eu**.

These data processing rules are part as Appendix II. of the Provider's General Contracting Conditions (ÁSZF), and apply until modification or revocation.

**Alp-Favill '96. Kft.,
Health Centre,
as Provider**