

Pursuant to the Law on the Protection of Personal Data No. 6698 (the “Law”), your personal data may be processed within the scope set out below by Moment Eğitim Araştırma Sağlık Hizmetleri ve Ticaret Anonim Şirketi (“Amerikan Hastanesi”) (the “Institution”), acting as data controller.

1) Identity of the Data Controller

Company Name: Moment Eğitim Araştırma Sağlık Hizmetleri ve Ticaret Anonim Şirketi

MERSIS Number: 0068078344100012

Address: Güzelbahçe Sok. No:20, Şişli, İstanbul, Türkiye

Telephone: +90 212 311 20 00

Email: kisiselveri@amerikanhastanesi.org

Registered Electronic Mail (KEP) Address: momentegitimarastirma@hs02.kep.tr

2) Categories and Types of Personal Data Processed

Categories of Personal Data	Types of Data
Identity Information	Your name, surname, Turkish ID number / passport number / foreign identification number, date of birth
Contact Information	Your address, e-mail address, telephone number
Legal Transaction Information	Information contained in correspondence with judicial authorities and court file information
Physical Premises Security Information	Your entry and exit records to/from our Institution, CCTV recordings
Transaction Security Information	Your internet access records, IP address, user transaction logs, log records, system and network usage information
Audio and Visual Records	Your audio and visual recordings
Vehicle Information	Your vehicle license plate number, vehicle brand and model information, vehicle entry and exit time information, valet and parking usage information
Request and Complaint Information	Information regarding your requests, suggestions and complaints, and related application and evaluation records created in this scope

3. Processed Personal Data, Purposes of Processing and Legal Grounds

Your personal data collected may be processed for the purposes (“**Purposes**”) and based on the legal grounds set out below, in accordance with Article 5 of the Law.

Categories of Personal Data	Purpose of Processing	Legal Basis
Identity, contact, legal transaction, physical premises security, transaction security, audio and visual records, vehicle information, and request and complaint information	• In the event that you are a visitor; creation and tracking of visitor records, • Enabling you to benefit from the wireless internet access service provided by our Institution, • Ensuring physical premises security, • Ensuring the security of persons, property and resources located within the hospital and of transactions carried out in the physical environment, • Ensuring compliance with institutional rules, policies and procedures,	Processing is necessary for the legitimate interests pursued by the data controller, provided that such processing does not violate the fundamental rights

	• Conducting audit activities, • Monitoring and conducting legal affairs, • Planning and execution of disciplinary, internal investigation and review processes, • Management of parking lot and valet services and detection of possible security violations	and freedoms of the data subject
Identity, contact, legal transaction, physical premises security, transaction security, audio and visual records, vehicle information, and request and complaint information	• Retention of personal data during the general statute of limitations period in order to serve as evidence in potential future disputes, • Receiving, evaluating and concluding your requests and complaints	Processing is necessary for the establishment, exercise or protection of a right
Identity, contact, legal transaction, physical premises security, transaction security, audio and visual records, vehicle information, and request and complaint information	• Fulfillment of requests from official authorities, • Providing information to authorized institutions and organizations as required by legislation, • Management of occupational health and safety processes and execution of occupational accident procedures where applicable, • In the event that you access the internet through our Institution; fulfillment of our legal obligations regarding recording and retention pursuant to Law No. 5651 on the Regulation of Publications on the Internet and Combating Crimes Committed Through Such Publications	Explicitly stipulated by laws and necessary for the data controller to fulfill its legal obligations

4. Recipients of Your Personal Data and Purposes of Transfer

Your collected personal data may be transferred by our Institution to the following parties within the scope of the Purposes, in accordance with the general principles set out in the Law and within the scope of the personal data processing conditions specified in Article 8 of the Law.

Recipient Entities	Purpose of Transfer	Legal Basis
Legally authorized public/private institutions and organizations	Conducting legal processes and fulfillment of obligations arising from legislation	Explicitly stipulated by laws and necessary for the data controller to fulfill its legal obligations
Our suppliers	Conducting information security processes, procurement of services, obtaining outsourced support, and execution of operational processes	Processing is necessary for our legitimate interests as the data controller, provided that such processing does not violate the fundamental rights and freedoms of the data subject

5. Method of Collection of Your Personal Data

Your personal data are collected by our Institution for the purpose of ensuring security through electronic means such as closed-circuit camera recording systems and vehicle recognition systems, and through visitor registration procedures conducted physically within our Institution's campuses and facilities.

6. Your Rights as a Data Subject Under Article 11 of the Law

As a data subject, you may submit your requests regarding your personal data processed by us under Article 11 of the Law, in accordance with the Communiqué on the Principles and Procedures for Application to the Data Controller. Your requests may be submitted at any time in writing, or via registered electronic mail (KEP), secure electronic signature, mobile signature, or using the e-mail address you have previously notified to us and which is registered in our systems.

You may also submit your applications by completing the Data Subject Application Form accessible via the following link: www.amerikanhastanesi.org/kisisel-verilerin-korunmasi.

Email: kisiselveri@amerikanhastanesi.org

Registered Electronic Mail (KEP) Address: momentegitimarastirma@hs02.kep.tr

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