

## **Affidea Data Privacy Notice**

Affidea (“we” or “us” or “our”) are an ethical healthcare service provider. During your relationship with Affidea, we will collect personal data from you and other healthcare professionals as well as create health data about you, using medical imaging technology, examinations and treatment. All this personal data is stored in your medical record. You have control of all your personal data we process. In order to treat you, we will need to store data about you, process it and if required, may send it to other health care professionals.

We are committed to processing, protecting and respecting all personal data about you under professional codes of conduct, national laws and EU data protection legislation. To lawfully process your personal medical data, we are required to obtain and record explicit consent from you. Please read this data privacy notice so you can understand how we will process your personal data, and then give us consent or withhold consent. If you withhold consent from us to process your personal data, we cannot perform the examination or treatment that you are scheduled for.

In the rare occurrences of you being incapable of giving consent, for example extreme or life threatening circumstances we will exercise our right to perform the examination and or treatment without consent and this can include transfer of your medical record to other healthcare providers upon their request.

If you have any questions please ask the receptionist or contact the Data Protection Officer (insert local Affidea DPO email address) at the bottom of this form.

Apart from yourself, we may obtain personal data, personal financial data, unique identification numbers - for example your national health number - and personal health data about you from you: 1) referring doctor, 2) referring hospital, 3) medical insurance provider and 4) other healthcare professionals. If you supply historical images and medical reports for us to use we may need to store and process these within your medical record on our systems, your consent includes us processing these historical images and medical reports. If you supply details of your next of kin or family, this data will only be used in emergency or in extreme circumstances when we are unable to contact you.

Depending upon who requested your appointment with us, we will transmit the examination results and diagnosis reports back to those who requested your appointment or yourself. [These results and reports may be transferred to other health care providers, we will endeavour to inform you and seek individual consent prior to each of these additional transfers.] {Note: the text in square brackets should only be used in countries that do this eg Ireland}. Please note you may have already given consent to your referring or family doctor to transfer your medical data on to other health practitioners, these transfers are outside our control.

Due to the nature of healthcare and the importance of using historical images to chart medical conditions we retain your data in a secure readily accessible system for up to 10 years. After 10 years since the data was last accessed we will preserve the data in a secure offline and archived

environment for up to an additional 10 years. If at future date you wish us to consider erasing your personal data before this please contact the Data Protection Officer referenced above.

All of the personal data is stored securely on systems owned and managed by us within your local country and backed up to another country in the EU (where local laws allow us). As a data controller we may use third party data processors to assist us in processing the data, they are subject to the same professional codes of conduct, national laws and EU data protection legislation as well as binding contracts.

We may share your medical data in an anonymised format (i.e. remove all names and personal identifiers, so you can't be identified) with professional researchers for the purposes of scientific research to advance science and improve healthcare through new or improved diagnostics and or medical treatments. This can only be done under the relevant professional codes of conduct.

Under data protection legislation you have the right to: 1) request copies of your data, 2) request rectification of your data, 3) request erasure of your data, 4) object to us processing your data, 5) request us to restrict the processing, and 6) where our systems allow, give electronic access or copies of your data in a digital format. Please contact the Data Protection Officer at (insert local Affidea DPO email address) or ask the receptionist for further information if you do not understand anything or have questions. If you are unhappy with the way we process your data you have a right to make a complaint to the Supervisory Authority.

**Affidea Explicit Consent Statement**

If you have read and understood the Affidea Data Privacy Notice and wish to give us consent to process your personal data outlined in it so we can perform the medical examination or treatment, then please tick the box below and sign the form.

If at a later date you wish to withdraw consent please contact the Data Protection Officer at (insert local DPO email address). If you withdraw consent we will erase you data, and you alone will then be responsible for retaining a master copy of your data securely.

I consent to Affidea to process my personal data as outlined in the Affidea Data Privacy Notice and perform the medical examination or treatment.

Print full name below: (First Name, Second Name)

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Sign below:

\_\_\_\_\_

Date:

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