



Privacy Statement City Garden Clinic

The City Garden Clinic, located at 4 Arabic College Road, Makeni, Sierra Leone, is responsible for the processing of personal data as shown in this privacy statement.

This privacy statement applies to data collected via its website and email, used for contact and updates on the clinic. It does not apply to the patient data for the patients treated at City Garden Clinic, for which the national regulation are applicable.

1. Contact information

www.citygardenclinic.com 4 Arabic College Road, Makeni, Sierra Leone, +232 9 027272

Joseph Lowo Conteh is the Data Protection Officer of City Garden Clinic, he can be reached via info@citygardenclinic.com

2. Personal data that we process

The City Garden Clinic processes your personal data by using our services and / or by providing it to us yourself.

Below is an overview of the personal data we process:

- First and last name
- Date of birth
- Birthplace
- Address data
- Phone number
- E-mail address
- Bank account number

3. Special and / or sensitive personal data that we process

Our website and / or service does not intend to collect data about website visitors who are younger than 16 years. Unless they have permission from parents or guardians. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us via info@citygardenclinic.com, then we will delete this information.

For what purpose and on what basis we process personal data

City Garden Clinic processes your personal data for the following purposes:

- Handling your payments/donations
- Sending our newsletter and / or advertising brochure
- You can call or email if necessary to carry out our services
- Inform you about changes to our services and products



- City Garden Clinic analyzes your behavior on the website in order to improve the website and to tailor the range of products and services to your preferences.

3. How long we keep personal data

City Garden Clinic does not store your personal data longer than is strictly necessary to achieve the goals for which your data is collected. We use the following retention periods for the following (categories) of personal data:

Personal data > 10 years > Dutch Legal obligation to handle bank cases / tax

4. Sharing personal data with third parties

City Garden Clinic provides exclusively to third parties and only if this is necessary for the implementation of our agreement with you or to comply with a legal obligation.

5. Cookies, or similar techniques, that we use

City Garden Clinic does not use cookies or similar techniques.

6. View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to data processing or to object to the processing of your personal data by City Garden Clinic and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization mentioned by you.

You can send a request for inspection, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to info@citygardenclinic.com.

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.

City Garden Clinic also wishes to point out that you have the opportunity to file a complaint with the national supervisory authority, the European Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>.



7. How we protect personal data

City Garden Clinic takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or that there are indications of abuse, please contact our customer service or via info@citygardenclinic.com