

UNDER THE LAW ON THE PROTECTION OF PERSONAL DATA

PERSONAL CLARIFICATION TEXT

As [Kentkart Group Companies \("Kentkart"\)](#), we show maximum sensitivity to the security of your personal data. With this awareness, as the Company, we give great importance to the processing and preservation of all personal data of our employees in accordance with the Law on the Protection of Personal Data No. 6698 ("KVKK"). With full understanding of this responsibility, we process your personal data as "Data Controller" defined within the scope of KVKK, as explained below and within the limits ordered by the legislation.

Data Controller:

In accordance with KVKK, your personal data that you share as an employee, intern, etc. will be evaluated by Kentkart, which is designated as the data controller, within the scope specified below.

1. Collection, Processing, Operation and Purposes of Transfer of Personal Data

Your personal data (identity, contact information, location, personnel information, legal action, physical space security, transaction security, finance, professional experience, audio-visual records, religion information, health information, criminal conviction and security measures, biometric data, etc.) shall be processed in accordance with the terms and purposes of processing personal data specified in Articles 5 and 6 of the KVKK, in automatic or non-automatic methods, verbally, in writing or electronically, starting from your application to join our company, for fulfilling the provisions of the service contract we have concluded with our Company during your employment, for creating and storing employee personal information, for fulfilling obligations in various laws, regulations and all relevant legislation, for planning human resources processes, for ensuring that the obligations within the scope of the business relationship are duly fulfilled, for planning and executing the necessary operational activities to ensure that the company's activities are carried out in accordance with company procedures and / or relevant legislation; ,

- In accordance with the law and good faith,
- Accurate and up-to-date when necessary,
- For specific, explicit and legitimate purposes,
- Relating to the purpose for which they are processed, limited and measured,
- To be stored for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

2. To Whom and For What Purpose the Processed Personal Data Can Be Transferred:

Your collected personal data may be transferred to our business partners, group companies, suppliers, legally authorized public institutions and private individuals for the purposes of carrying out the necessary work by the relevant business units for you to benefit from the services of our company,

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Ensuring the legal and commercial security of our company and those who have a business relationship with our company, determination and implementation of our company's commercial and business strategies and for ensuring the execution of our company's human resources policies, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVKK.

3. Method and Legal Reason for Personal Data Collection:

Your personal data that collected for a legal reason may also be processed and transferred for the purposes specified in articles (1) and (2) of this text within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK.

4. Camera Recordings

In order to ensure security, our company's buildings and facilities are monitored with security cameras and personal data processing activities are carried out for the tracking of guest entries and exits.

Only a limited number of Company employees have access to the records recorded and maintained in the digital environment. These camera recordings will also be processed by our company in accordance with the following rules in accordance with the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK,

- In accordance with the law and good faith,
- Accurate and up-to-date when necessary,
- For specific, explicit and legitimate purposes,
- To be stored for the period required by the relevant legislation or for the purpose for which they are processed.

5. Rights of the Personal Data Owner Enumerated in Article 11 of the KVKK:

As personal data owners, if you submit your requests regarding your rights to our Company through the methods set out below, our Company will conclude them free of charge within 30 days at the latest, depending on the nature of the request. However, if a fee is foreseen by the Personal Data Protection Board, you will be charged by our Company in the amount of the fee in the list determined by the Personal Data Protection Board. In this context personal data owners has right to;

- a- Learn whether personal data is processed or not,
- b- Request information if the data has been processed,
- c- Learn the purpose of processing personal data and whether they are used in accordance with the purpose,
- d- Know the third parties to whom personal data is transferred at domestic and abroad,

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- e- Request correction of personal data if it is incomplete or incorrectly processed,
- f- Request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the KVKK,
- g- Request that the transactions made pursuant to subparagraphs (e) and (f) be notified to third parties to whom personal data has been transferred,
- h- Object to arising of a result against the person himself/herself by analyzing the processed data exclusively through automated systems.
- i- Demand compensation for damage in case of loss due to unlawful processing of personal data.

Pursuant to paragraph 1 of Article 13 of the KVKK, you may submit your request regarding the exercise of your above-mentioned rights to our Company in writing or by other methods determined by the Personal Data Protection Board. Since the Personal Data Protection Board has not determined any method at this stage, you must submit your application to our Company in writing in accordance with the KVKK. In this context, the channels and procedures through which you will submit your application in writing to our Company within the scope of Article 11 of the KVKK are explained below.

You can send your written request to the central address of the data controller in the [attached](#) list, by filling in the "Kentkart Application Form within the Scope of KVKK" on our website in a clear and understandable manner and with a document that will enable identification, by hand, by mail or via a notary public, or to the registered e-mail address (KEP) of the data controller in the [attached](#) list by signing with the secure electronic signature issued within the scope of Electronic Signature Law No. 5070, or to kvkk.info@kentkart.com.tr by e-mail with Secure Electronic Signature or Mobile Signature.

The application containing your explanations regarding the right you have as the personal data owner and which you will make and request to use in order to use the above-mentioned rights; it should include identity and address information, documents proving your identity should be attached to the application, and "Personal Data Protection Law Information Request" should be defined in the subject part of the envelope/notification or in the e-mail.

kentkart

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