

# TEKSERVİS TEKNİK VE TIBBİ ÜRÜNLERİ PAZARLAMA SAN. VE TİC. LTD. ŞTİ.

## PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA (Customer)

In accordance with Article 10 of the Personal Data Protection Law No. 6698 (KVKK) and the Communiqué on the Rules and Procedures for Fulfilling the Privacy Obligation, TEKSERVİS TEKNİK VE TIBBİ ÜRÜNLERİ PAZARLAMA SAN. VE TİC. LTD. ŞTİ., as the Data Controller, would like to inform you about the processing of your personal data.

### 1. Purpose and Method of and Legal Basis for Collecting Your Personal Data

In accordance with the Personal Data Protection Law (KVKK) and other relevant legislation as well as the Data Controller's Personal Data Protection and Processing Policy, your personal data (*name, surname, address, e-mail, telephone number, tax office, Turkish ID number, signature, identity information, contact address, title, bank account information*) is processed for the purposes of *conducting financial and accounting operations, managing procurement processes for goods/services, conducting goods/services sales processes, conducting management activities, following up and conducting legal affairs, conducting/auditing business activities, conducting communication activities, conducting goods/services post-sales support services, by means of hard copy, hard disk, software program methods, automatically or non-automatically, verbally, in writing or electronically, in accordance with the provisions of Articles 5 and 6 of the KVKK, and based on the legal grounds of the establishment, exercise, or protection of a right, the conclusion of a contract, the fulfillment of a legal obligation, or the legitimate interests of the data controller.*

The following principles are adhered to in the processing of personal data:

- Compliance with the law and rules of good faith;
- Accuracy and, where necessary, up-to-dateness;
- Processing for specified, explicit and legitimate purposes;
- Processing that is relevant, limited, and proportionate to the purposes for which it is processed;
- Retention for the period required by applicable legislation or necessary for the purpose for which it is processed.

For detailed information on the purposes for which your personal data is processed by us, please refer to the Personal Data Protection and Processing, Personal Data Retention and Destruction Policy available on our website at [www.tekservis.com](http://www.tekservis.com).

### 2. Transfer of Personal Data

Your personal data may be processed, recorded, stored, classified, updated, and, where permitted by law or limited to the purpose for which it is processed, transferred to the domestic and international recipient groups listed below within the scope of the purposes for which it is processed, in accordance with the KVKK and legislation, with your knowledge and within the limits thereof, in a manner that complies with the law and rules of good faith.

The domestic and international recipient groups and the purposes of transfer are listed below. Your personal data may be transferred within the country to the following groups based on legal obligations, operational processes, and service procurement purposes (the transfer of

your data to authorized public institutions and organizations does not require your explicit consent):

Domestic Recipient Groups:

- Authorized Public Institutions and Organizations
- Domestic Suppliers
- Domestic Congress Organization Companies
- Domestic Hotels
- Domestic Travel Organization Companies
- Domestic Tour Companies
- Domestic Transportation – Logistics Companies
- Manufacturing Companies

International Recipient Groups:

- International Congress Organization Companies
- International Hotels
- International Travel Organization Companies
- International Tour Companies
- International Transportation – Logistics Companies
- International Supplier Companies
- International Manufacturing Companies

Such transfers are carried out. In addition, provided that you give your explicit consent, your name and surname, as well as visual and audio recording data, may be shared on the social media platforms specified above, on the website named ([www.tekservis.com](http://www.tekservis.com)), and in printed publishing materials. The relevant social media shares will be made through the following social media accounts:

- Facebook (<https://www.facebook.com/tekservisLtd>)
- Instagram: [@tekservis\\_ltd](https://www.instagram.com/tekservis_ltd)
- LinkedIn: <https://www.linkedin.com/company/tekservis-ltd-sti/>
- Website: <https://www.tekservis.com/>

### **3. Security of Personal Data**

As the Data Controller, we are obligated to ensure the security of your data under the Personal Data Protection Law No. 6698. Therefore, we take all necessary technical and administrative measures to ensure an appropriate level of security in order to:

- prevent unlawful processing of personal data;
- prevent unlawful access to personal data; and
- ensure the protection of personal data.

In addition, we conduct and commission the necessary audits within our own organization to ensure compliance with the provisions of this Law.

We do not disclose, share or transfer the personal data we process in violation of the KVKK and other legislation, nor do we use it for purposes other than those for which it was processed.

#### **4. Your Rights Pursuant to Article 11 of the KVKK**

For all your requests, you can fill out the “Data Subject Request Form” on our website at [www.tekservis.com](http://www.tekservis.com) or send us your own application document through the channels listed below. In accordance with Article 11 of the KVKK, your requests submitted to us will be responded to and concluded within a maximum of 30 days.

The rights you have under the aforementioned article are listed below.

- Learn whether your personal data is being processed by the data controller and request information about it;
- Learn the purpose of processing your personal data and whether it is used in accordance with that purpose;
- Request correction of personal data in case of incomplete or incorrect processing;
- Request deletion or destruction of personal data within the framework of the conditions provided for in Article 7;
- Request communication of the processes carried out pursuant to subparagraphs (d) and (e) to third parties to whom personal data is transferred;
- Challenge any result to your detriment upon analysis of your processed personal data exclusively through automated systems;
- Claim compensation for your damages as a result of unlawful processing of your personal data.

You may submit a signed copy of your requests regarding the exercise of the abovementioned rights to the address **Hüseyin Rahmi Sk. No: 7/7 06680 Çankaya, ANKARA** in person with documents proving your identity, or send it via a notary public or other methods specified in the KVKK, or you can submit the application form to [tekservis@tekservis.com](mailto:tekservis@tekservis.com) with a secure electronic signature.

**Thank you for reading this privacy notice.**

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