

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

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA (Potential 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

Your personal data (name, surname, telephone number, e-mail address) is processed in accordance with the KVKK and other relevant legislation and the Data Controller's Personal Data Protection and Processing Policy for the purposes of *conducting and following up legal affairs, conducting/supervising business activities, using hard copy, hard disk and 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, based on the legal grounds of the *establishment, exercise or protection of a right, fulfillment of a legal obligation, and conclusion of a contract*.

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.

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 transfer purposes are listed below. Your personal data may be transferred to the following groups based on legal obligations, operational procedures, and service procurement reasons within the country (*the transfer of your data to authorized public institutions and agencies is not subject to 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

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 or send us your own application document through the channels listed below. In accordance with Article 11 of the KVKK, your applications 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 with a secure electronic signature.

Thank you for reading this privacy notice.

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