

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

**PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA
(Supplier Official)**

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, ID No., title address, e-mail, telephone number, tax office, bank account information, signature, information in power of attorney and list of authorized signatures*) is processed for the purposes of *conducting financial and accounting operations, conducting business activities, carrying out goods/services procurement and sales processes, conducting goods/services sales processes, ensuring security of physical spaces*, by means of *hard copy and hard disk* 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, and the fulfillment of a legal obligation*.

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 the Data Controller, please refer to the Personal Data Protection and Processing, Personal Data Retention and Destruction Policy available on the Data Controller's website.

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 by the Data Controller 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 for the purposes of entering into a contract within the country, fulfilling legal obligations, conducting audits, performing tasks, and operational reasons:

Domestic Recipient Groups:

- Authorized Public Institutions and Agencies

International Recipient Groups:

- No transfers are made internationally.

In addition, emails and SMS messages may be sent to you by our Company in accordance with the rules and procedures set forth in the Regulation on Commercial Communication and Commercial Electronic Messages.

3. Security of Personal Data

The Data Controller is obligated to ensure the security of data under the Personal Data Protection Law No. 6698. Therefore, the Data Controller takes 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, the Data Controller conducts and commissions the necessary audits within its own organization to ensure compliance with the provisions of this Law. The Data Controller does not disclose, share or transfer the processed personal data in violation of the KVKK and other legislation, nor does it 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 or send your own application document to the Data Controller through the channels listed below. Applications submitted to us in accordance with Article 11 of the KVKK will be evaluated by the Data Controller promptly and comprehensively. 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 with a secure electronic signature.

Thank you for reading this privacy notice.

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