

## PRIVACY NOTICE FOR COMMUNICATION FORM

### Data Controller

In accordance with the Personal Data Protection Law No. 6698 ("PDPL") and the Regulation 2016/679 of the European Parliament and Council of 27 April 2016 (European Data Protection Regulation or "GDPR") and other applicable legislation, your personal data can be processed by data controller Obase Bilgisayar ve Danışmanlık Hizmetleri Ticaret A.Ş. ("Company") based in "Fatih Sultan Mehmet Mah. Balkan Cad. Meydan İstanbul AVM Blok No:62/A Ümraniye/İstanbul" in the scope of the details explained in this text.

### 1. Purpose of Processing Personal Data

Personal data belonging to you in the category of identity and communication; it is collected as a result of your application through our "Contact Form" service on our website. The information you have transferred via the Contact Form is processed for the purposes of providing information, receiving your wishes and suggestions, and collecting complaints in order to provide the realization of the activities of the Company.

Apart from those listed above, your personal data may be processed for the preparation and presentation of various reports, analyzes and studies in order to ensure that you can benefit from the services offered by our Company without any problems, and to develop its activities for the purposes of the Company, provided that your fundamental rights and freedoms are not harmed.

### 2. Method and Legal Basis of Collecting Personal Data

Your personal data is collected electronically through the digital form you have filled in so that you can benefit from the service we offer through the Contact Form field on our website.

Your personal data is processed for necessary for the legitimate interests pursued by our Company, provided that this processing shall not violate the fundamental rights and freedoms of the data subject and relating the legal reason of obtaining explicit consent.

### 3. Transfer of Personal Data and Purpose of Transfer

The purpose of transferring the data is in line with the purpose of processing personal data. The personal data processed can be transferred to our business partners, affiliates, suppliers, to our legal consultants in order to follow up and execute legal, affairs authorized public institutions, authorised by the law, or a valid legislative provision, court order or regulation and individuals in accordance with data processing conditions and purposes stated under the

Law and GDPR. (in particular Article 6(1) and recital 48 of GDPR; and in Article 8 and 9 of PDPL)

#### 4. Application to the Data Controller and Your Rights

According to the Article 11 of PDPL and Article 12 of GDPR, you also have the following rights:

- a. learn whether your personal data are being processed,
- b. if they are, request information,
- c. obtain information on the purpose of processing and find out whether personal data has been used as fit for the purpose,
- d. obtain information about the third persons in Turkey and abroad, to whom personal data are transferred,
- e. request rectification of personal data that may have been incompletely or inaccurately processed,
- f. request the deletion or destruction of personal data,
- g. request notification of the operations made as per indents (e) and (f) to third parties to whom personal data have been transferred,
- h. object to occurrence of any detrimental result by means of analysis of personal data exclusively through automated systems and
- i. request compensation for the damages due to unlawful processing of personal data.

You can send your requests to the Company after filling out Application Form according to Comminuque on the Principles and Procedures for the Request to Data Controller. You can also direct your applications to us by submit it to the address "*Fatih Sultan Mehmet Mah. Balkan Cad. Meydan İstanbul AVM Blok No:62/A Ümraniye/İstanbul*" via registered letter or send it through a notary public, send it electronically signed via [bilgi@obase.com](mailto:bilgi@obase.com) e-mail adress.

Our Company fulfills your requests as soon as possible and within thirty days at the latest and once for free of charge. However, requester may be charged for following requests or for the initial request if the action taken on the request requires additional cost. Our Company can accept and process the request or reject the request in writing by explaining its reason.

You are entitled to file a complaint to the Turkish Board of Personal Data Protection ("**Board**") within thirty days as of the notification of the reply and in all cases within sixty days if the application is rejected after carrying out the procedure mentioned above, the reply is deemed to be insufficient or the requests are not responded in a timely manner. However, the complaint cannot be filed without exhausting this application process.

The Board may conduct the necessary inspections within its field of duty upon receiving a complaint or *ex officio* upon detecting a breach. The complaint shall be examined by the Board

and answers shall be provided to those concerned. If no replies are given within sixty days as of the date of the complaint, the request shall be deemed to be rejected. If, as a result of inspections upon receiving a complaint or *ex officio* investigation, a breach is detected, the Board shall rule the identified contraventions of law to be eliminated by the data controller, and shall notify those concerned accordingly. This decision shall be fulfilled without delay but no later than within thirty days as of the notification of the decision. The Board is authorized to halt data processing or international transfer of data if damages that are hard or impossible to compensate occur and if there is an explicit infringement of the law.

We would like to emphasize that your data is meticulously protected by the Company and thank you for the trust that you place in us.