



# Clarification Text on the Processing of Personal Data

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## CLARIFICATION TEXT ON THE PROCESSING OF PERSONAL DATA

This Clarification Text has been prepared by **PROSISTA Yapı Sistemleri Sanayi Dış Ticaret A.Ş.** ("**Company**") for the purpose of informing the Company's customers regarding the processing of their personal data by the Company in accordance with the Law No. 6698 on the Protection of Personal Data ("**Law**").

### a) Methods and Legal Grounds for Collecting Personal Data

Your personal data may be collected through physical or electronic means. Personal data collected based on the legal grounds stated in this Clarification Text may be processed and shared in accordance with the data processing conditions outlined in Articles 5 and 6 of the Law.

### b) Purposes of Processing Personal Data

Your personal data may be processed, within the framework of the data processing conditions specified in Articles 5 and 6 of the Law, for the following purposes: planning and execution of activities necessary for offering and promoting products and services provided by the **Company** customized according to the preferences, usage habits, and needs of the relevant individuals; carrying out the necessary work by business units and executing related business processes for the benefit of relevant persons from the products and services offered by the **Company**; conducting the necessary work by business units to carry out the **Company**'s commercial activities and execution of related business processes; planning and execution of the **Company**'s commercial and/or business strategies; and ensuring the legal, technical, and commercial-business security of the **Company** and the relevant persons in business relationship with the **Company**.

### c) Parties to Whom Personal Data May Be Transferred and Purposes of Transfer

Within the framework of the data processing conditions and purposes set forth in Articles 8 and 9 of the Law, your personal data may be shared with the Company's business partners, suppliers, legally authorized public institutions and organizations, and legally authorized private legal persons, for the purposes of: planning and execution of activities necessary for offering and promoting products and services provided by the **Company** customized according to the preferences, usage habits, and needs of the relevant individuals; carrying out the necessary work by business units and executing related business processes for the benefit of relevant persons from the products and services offered by the **Company**; conducting the necessary work by business units to carry out the **Company**'s commercial activities and execution of related business processes; planning and execution of the **Company**'s commercial and/or business strategies; and ensuring the legal, technical, and commercial-business security of the **Company** and the relevant persons in business relationship with the **Company**.

### d) Rights of Personal Data Subjects and Exercising Such Rights

If you are a personal data subject, you may submit your requests regarding the following rights to the Company by the methods specified under the section "**Exercising Rights by Personal Data Subjects**," and the Company will evaluate and conclude your request as soon as possible and within a maximum of thirty (30) days:

Pursuant to Article 11 of the Law, as a [personal data subject](#), you have the following rights:

- To learn whether your personal data is processed or not,
- If your personal data has been processed, to request information regarding such processing,
- To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom your personal data is transferred, domestically or abroad,
- To request the correction of your personal data in case of incomplete or inaccurate processing, and to request that such correction be notified to third parties to whom the data has been transferred,

- To request the deletion or destruction of your personal data if the reasons requiring processing no longer exist, even if it has been processed in accordance with the Law and other relevant legal provisions, and to request that this be notified to third parties to whom the data has been transferred,
- To object to any result that is against you arising from the analysis of the processed data exclusively through automated systems,
- To request compensation in case of damage due to unlawful processing of your personal data.

According to paragraph 2 of Article 28 of the Law, the above-mentioned rights cannot be exercised in the following cases:

- If processing of personal data is necessary for the prevention of crime or for a criminal investigation,
- If personal data has been made public by the data subject himself/herself,
- If processing of personal data is necessary for the execution of supervisory or regulatory duties, or disciplinary investigations or prosecutions, by authorized and competent public institutions and organizations or professional organizations in the nature of public institutions, based on the authority granted by law,
- If processing of personal data is necessary for the protection of the State's economic and financial interests regarding budgetary, tax, and financial matters.

According to paragraph 1 of Article 28 of the Law, the following data processing activities fall outside the scope of the Law, and any claims by data subjects related to such data shall not be considered:

- Processing of personal data by real persons within the scope of activities related entirely to themselves or to their family members living in the same residence, provided that the data is not disclosed to third parties and data security obligations are complied with,
- Processing of personal data for purposes such as official statistics and scientific research, planning, and statistics, after having been anonymized,
- Processing of personal data for artistic, historical, literary, or scientific purposes, or within the scope of freedom of expression, provided that such processing does not violate national defense, national security, public security, public order, economic security, privacy of private life, or personal rights and does not constitute a crime,
- Processing of personal data within the scope of preventive, protective, and intelligence activities carried out by public institutions and organizations that are authorized by law to ensure national defense, national security, public security, public order, or economic security,
- Processing of personal data by judicial authorities or execution authorities for purposes related to investigation, prosecution, trial, or execution proceedings.

## **Exercising Rights by Personal Data Subjects**

Data subjects may exercise their rights mentioned above by using the "Application Form Regarding the Requests to be Made to the Data Controller by the Personal Data Subject" available at [www.prosista.com](http://www.prosista.com). Applications must be submitted along with documents verifying the identity of the data subject through one of the following methods:

- By delivering a signed copy of the form by hand, via notary, or by registered mail with return receipt to the address: Merkez Mah. Şifalı Su Cad. No:12 / A Gümüşova – Düzce – Turkey,
- By sending the form signed with a secure electronic signature in accordance with the Electronic Signature Law No. 5070 to the email address: [ik@prosista.com](mailto:ik@prosista.com),
- By following a method prescribed by the Personal Data Protection Board.

The Company shall respond to such requests within a maximum of thirty (30) days, as stipulated in the Law, provided that the requests fall within the limits set forth by the Law. For a third party to submit a request on behalf of the data subject, there must be a notarized special power of attorney issued by the data subject in favor of the applicant.

As a rule, applications submitted by data subjects are processed free of charge. However, the Company may request additional information to verify whether the applicant is indeed the data subject and may ask questions to clarify matters specified in the application.