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CUSTOMER CLARIFICATION TEXT

Data Controller's

Title : ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş.
Address : Başpınar Org. San. Mah. 3. OSB. 83305 nolu cad. No: 6 Şhitkamil Gaziantep
Trade Reg. No. : Gaziantep –5373
E-Mail Address : info@unalsentetik.com.tr

This Clarification Text was prepared pursuant to the Personal Data Protection Law no. 6698 (the “Law”) for the purpose of obtaining the consent of our customers who purchase products and services by visiting the premises of the company ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. or by contacting us through means of communication, in relation to the principles and procedures of processing personal data and with regards to the processing of their personal data within the scope and for the purposes set forth in the Communiqué on the Principles and Procedures to be Followed in Fulfilling the Obligation to Inform and Article 10 of the Personal Data Protection Law no. 6698.

ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. places great importance on the protection of your personal data that we process in the capacity of the data controller as defined in the Personal Data Protection Law no. 6698. Therefore, we would like to inform you regarding the processing of your personal data.

A- PURPOSE OF AND LEGAL BASIS FOR THE PROCESSING OF YOUR PERSONAL DATA

Your personal data are processed for the following purposes and legal reasons in accordance with the Personal Data Protection Law no. 6698 and secondary legislation:


Sildi:

In this regard, your personal data are collected and processed starting from your entrance to the company's premises or contact with the company's internal departments by using means of communication, until the end of the process of purchasing products and services and also after this process.

IDENTIFICATION	Name-Surname, TR ID No., Signature
CONTACT	Address, E-mail address, Contact Address, Registered Electronic Mail (KEP) Address, Phone Number
LOCATION	Location Information
LEGAL PROCEDURE	Information on correspondence with judicial authorities, Information on the case file, Legal Action Information, Information on Intellectual and Industrial Rights or Property
PHYSICAL SECURITY	Entrance – exit records, CCTV footage
CUSTOMER TRANSACTIONS	invoice, bond, check information, receipt information, order information, request and complaint information, debt and credit information, customer number

The personal data specified on the table above are processed for the following purposes and legal reasons;

- Your personal data such as name, surname, TR ID number, address and contact information for the invoices to be issued to the customers upon purchasing products and services from our company's premises are processed pursuant to the TTK, TBK, Tax Procedure Law and other relevant legislation where (KVKK m:5/2-a) it is expressly provided for by the laws, (KVKK m:5/2-c) it is directly related to the establishment or performance of the contract, (KVKK m:5/2-e) is necessary for the establishment, exercise or protection of any right,

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- Your personal data related to the Customer transactions such as invoice, order information, debt and credit information etc. are processed for the purpose of conducting the processes of purchase of goods and services, customer relations, determining the warranty periods for the products where (KVKK m:5/2-a) it is expressly provided for by the laws, (KVKK m:5/2-c) it is directly related to the establishment or performance of the contract, (KVKK m:5/2-e) is necessary for the establishment, exercise or protection of any right,
- By obtaining camera recordings in the company to ensure the safety of the customer and our company and to fulfill our legal obligations where (KVKK m:5/2-ç) it is necessary for compliance with a legal obligation or to ensure the company's security where (KVKK m:5/2-f) is necessary for the legitimate interests pursued by the data controller,
- Your aforementioned personal data, which needs to be processed in order to fill out, arrange certain documents during the performance of the agreement and to submit them to third parties, or in connection and limited to fulfilling contractual obligations related to the sale of goods and services made available by the company can be processed, provided that it is directly related to the establishment or performance of the contract, and based on the legal reason set forth in article 5/2-c **the execution of a contract**,
- For the purpose of replying to requests and letters from Public Agencies, carrying out correspondence with judicial authorities and exercise legal rights by upholding the Company's interests where (KVKK m:5/2-e) is necessary for the establishment, exercise or protection of any right,
- Documents such as the accounting applications, customer information, delivery notes, invoices used systematically in order to facilitate the keeping of accounting records, product and service sale processes, after sales processes, conduct of business activities may be processed where (KVKK m:5/2-e) is necessary for the establishment, exercise or protection of any right and (KVKK m:5/2-f) is necessary for the legitimate interests pursued by the data controller.
- **For the purpose of conducting the company's storage and archiving processes** where (KVKK m:5/2-e) it is necessary for the establishment, exercise or protection of any right and (KVKK m:5/2-f) is necessary for the legitimate interests pursued by the data controller.

B- THE PERSONS TO WHOM AND THE PURPOSES FOR WHICH THE PERSONAL DATA MAY BE TRANSFERRED

OUR COMPANY may share your personal data in accordance with articles 8 and 9 of the Law, for the aforementioned purposes and additionally for; obtaining support from Supplier Companies in order to fulfill the objectives, fulfilling orders, requests and demands, executing the supply chain process, executing workplace applications and product service sales processes, supplying services such as technical support, training, auditing, ensuring the work flow in a systematic and orderly manner, meeting the requests from Public Institutions, making legal notifications, ensuring and protecting the rights of the Company and providing data with outsourcing service providers, service providers, Public and Private Institutions, Supplier Companies, Customers, to business partners and affiliates in the country and/or abroad (and/or with third party business partners on a need-to-know basis).

C- THE METHODS OF COLLECTING PERSONAL DATA

OUR COMPANY collects your personal data through accounting software when processing your customer transaction and identification, contact information, when you transfer your information to our company's personnel, when you use the company's system and devices, when your video footage is recorded on the company premises

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within the scope of the aforementioned data processing activities. Additionally, your personal data may also be collected through automated or non-automated means, in written, verbal or electronic media, by parties, contracted companies, business partners, suppliers and subcontractors or carriers from whom our Company receives complementary services, when you contact our Company through other means and disclose your information.

D- STORAGE OF PERSONAL DATA

Your personal data shall be processed and stored according to Article 5 of the Personal Data Protection Law no. 6698, taking into account the legal exceptions for which the legal reasons are specified above. In this regard, personal data shall be retained for the period required by the purpose of their processing. Additionally, our COMPANY may also store personal data for the periods determined by the relevant legislation, limited to the purpose of preparing the necessary defense in case of any dispute between the Company and the Data Subjects.

E- Rights of Data Subjects and Exercising These Rights

As per article 11 of the Law, you have the following rights:

- To learn whether your personal data are processed or not,
- To demand for information as to if your personal data have been processed,
- To learn the purpose of the processing of your personal data and whether these personal data are used in compliance with the purpose,
- To know the third parties to whom your personal data are transferred in country or abroad,
- To request the rectification of the incomplete or inaccurate data (if any), and to request that third parties to whom your personal data are transferred are notified regarding this procedure,
- Although your personal data have been processed in accordance with the law and the other relevant legal provisions, if the reasons for its processing are no longer relevant, to request the erasure or destruction of your personal data and to request that third parties to whom your personal data are transferred are notified regarding this procedure,
- To object to the occurrence of a result against you as a result of analyzing the data processed solely through automated systems,
- To claim compensation for the damage arising from the unlawful processing of your personal data.


You may submit an application to our company in accordance with the application procedures set forth in the Communiqué on the Principles and Procedures of Submitting an Application to the Data Controller:

In case of a request in written form:

You may submit the original signed copy of the Data Subject Application Form, personally to our Company's Human Resources Department with identifying documents, or by proxy with a notarized power of attorney showing that you are authorized to submit an application in relation to the rights set forth under Article 11 or send it via notary to the address "*Başpınar Org. San. Mah. 3. OSB. 83305 nolu cad. No: 6 Şhitkamil Gaziantep*".

In case of a request in electronic form:

You may sign the Data Subject Application Form with an electronic or mobile signature with the "secure electronic signature" certificate as defined in the Electronic Signature Law no. 5070, and submit the form to our Company's Registered Electronic Mail Address (KEP) unalsentetik@hs03.kep.tr or fill out and submit the **application form** on our Company's website <https://www.unalsentetik.com.tr/kvkk>.

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The processing of your application for the aforementioned rights shall be finalized within 30 (thirty) days at the latest depending on the nature of your request. Although as a matter of principle no fee will be charged for your request, **our company** reserves the right to charge a fee based on the tariff determined by the Personal Data Protection Board.

THIS CUSTOMER CLARIFICATION TEXT IS ISSUED AND ANNOUNCED.

ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş.