

	ÜNAL SENTETİK DOKUMA SAN. VE TİC. A.Ş. NETWORK ACCESS CLARIFICATION TEXT	Document No.	ORT.Bİ.FR.04
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Data Controller's

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

This document was prepared to inform you with regards to the processing of your personal data pursuant to 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 (“PDP Law”).

a) Purpose of and Legal Basis for the Processing of Your Personal Data

Our company processes your personal data in the capacity of data controller, pursuant to the PDP Law and the relevant legislation and the scope set forth below. For the purpose of fulfilling the obligations set forth in the Law on the Regulation of Publications on the Internet and the Suppression of Crimes Committed by Means of Such Publications no. 5651 (“Law no. 5651”);

If you fill out the following information on the page to access our Company’s internet network

- *Name Surname, TR ID No./Passport No., Company Information, IP (internet protocol address), Mac (media access control address), e-mail and our log records”*

The aforementioned personal data will be processed. Among these personal data the “log records” are processed based on the legal reason set forth in article 5/2-a of the law no. 6698 as this is a legal obligation under the law no. 5651, and the remaining personal data are processed based on article 5/2-f of the law no. 6698 due to legitimate interests for the purpose of ensuring the company’s network security.

Your personal data are processed for limited, reasonable, clear and legitimate reasons, in accordance with the principles of law and integrity. In addition, our Company exercises necessary due diligence in keeping the processed personal data up-to-date and accurate.

b) Transferring of Your Personal Data

Your personal data, contact information in particular, may be transferred to authorized public agencies and private persons to ensure the performance of the job and provision of our services through our suppliers and business partners and for the reasons stipulated in the law, for the purpose of fulfilling our legal obligations.

c) Methods of and Legal Basis for Collecting Your Personal Data

Our company obtains your personal data from the fields you filled out before connecting to the company’s internet network, and from the log records used to record your internet activity. As per (KVKK m:5/2-a) “It is expressly provided for by the laws”, our Company collects your personal data to fulfil the aforementioned purposes in the most practical and effective way possible, through physical and electronic media including e-mail, phone, SMS and other devices.

d) Storage of Your Personal Data



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Your personal data may be stored for the periods required by the purpose of their processing. The data shall be processed and stored pursuant to the PDP Law article 5/2(ç) to ensure compliance with a legal obligation and article 5/2-f for the company to take the necessary security measures. Your personal data shall be processed for the aforementioned purposes, using the aforementioned methods and stored in accordance with the law. In case there is no other reason or legal basis, there is no other retention period set forth by any regulation, no other international rule or regulation that concerns this matter and no other contractual obligations, your personal data shall be erased, destroyed or anonymized.

e) Your Rights Related to Your Personal Data

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>.

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.