	ÜNAL SENTETİK DOKUMA SAN. VE TİC. A.Ş. SUPPLIER'S EMPLOYEE / SUPPLIER'S OFFICER CLARIFICATION TEXT	Document No.	ORT.Bİ.FR.004
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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 Clarification Text was prepared pursuant to the Personal Data Protection Law no. 6698 (the “Law”) for the purpose of obtaining the consent of *supplier's employees and officers/natural person suppliers* who have a business relationship with the company ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. 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. The Company collects verbal, physical or electronic personal data from the employees, business partners, officers or representatives of the natural persons or legal entities listed above and processes this personal data. The types of personal data collected and processed, and how they are collected are explained below. The Company may collect and process personal data directly from the data subjects through verbal or electronic media. You can find below the table explaining the types of personal data collected and processed and how they are collected.

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

The personal data obtained from you are processed by ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. for the following purposes and legal reasons.

- 1) Your Name-Surname, Signature data are processed for the purpose of conducting our company's business activities and preparing invoices with delivery notes, payment receipts, cargo receipts and activity reports that are issued in conducting our activities in accordance with the legislation *as per the Law no. 6698 (KVKK m:5/2-a) it is expressly provided for by the laws, (KVKK m:5/2-ç) it is necessary for compliance with a legal obligation, (KVKK m:5/2-c) it is directly related to the establishment or performance of the contract,*
- 2) Your Name-Surname, TR ID No., Signature, Address, E-mail address data are processed for the purpose of preparing purchase-sale and return invoices for the company's accounting and finance activities *as per the Law no. 6698 (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, (KVKK m:5/2-f) is necessary for the legitimate interests pursued by the data controller,*
- 3) Your Name-Surname, TR ID No., Signature data are processed during the issuance of check/note deposit slip, expense voucher, warehouse receipt, invoice with delivery note, payment and collection receipt and delivery documents issued by our company, for the performance and monitoring of finance and accounting procedures, business activities, business processes, business continuity, purchase of goods/services, sale of goods/services and follow up *as per the Law no. 6698 (KVKK m:5/2-c) it is directly related to the establishment or performance of the contract, KVKK m:5/2-ç) it is necessary for compliance with a legal obligation, (KVKK m:5/2-e) is necessary for the establishment, exercise or protection of any right, (KVKK m:5/2-f) is necessary for the legitimate interests pursued by the data controller,*
- 4) Your visual recordings (CCTV footage at the company premises) are processed for the purpose of ensuring and monitoring the safety of our company and you where pursuant to the law no. 6698 *article 5/2-f it is necessary for the legitimate interests pursued by the data controller;*



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- 5) Your Name-Surname, Signature, E-mail address, Contact Address, Phone Number data are processed for the purpose of collecting price quotes in the process of purchasing goods/services by our company where *(KVKK m:5/2-e) it is necessary for the establishment, exercise or protection of any right,*
- 6) Your Name-Surname, Signature data are processed for the purpose of preparing company qualification certificate analysis reports, company certificates during company audit activities and for the storage of these documents where *(KVKK m:5/2-e) it is necessary for the establishment, exercise or protection of any right,*
- 7) Your Name-Surname, TR ID No. Address, E-mail address, Contact Address, Phone Number, Invoice, bond, check information, Order information, Debt-Credit Information, Customer No. Customer Income Information, Customer Occupation Information, Balance sheet information, Debt Balance, Credit Balance, Financial Activity Information, Signature, Starting and ending dates of employment, Place of employment, Debt Balance, Credit Balance information are processed 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 as per article 5/2-f it 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,

ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. may share your personal data in accordance with articles 8 and 9 of the law no. 6698, to the extent allowed for the aforementioned purposes and legal reasons, with natural persons or private legal entities, Audit Firms, Legal Department, Judicial authorities, SSI, Tax Office and if requested with Authorized Public Agencies and Institutions.

c) The Methods of Collecting Personal Data


ÜNAL SENTETİK DOKUMA SAN. VE TİC. A. Ş. collects your personal data as follows;

- 1) When you visit the company premises, through automated means when the cameras record footage,
- 2) Our company obtains your Name-Surname, TR ID No., Signature data during the issuance of the used activity reports, purchase-sale and return invoices, invoices with delivery notes, check/note deposit slips, expense vouchers, warehouse receipts, payment and collection receipt and delivery documents.
- 3) Through automated means, when collected for accounting purposes to ensure/monitor the company's business continuity.
- 4) Through price quote forms, for the purpose of collecting price quotes in the processes of purchase and sale by our company.
- 5) Your personal data are obtained from the documents during the process of preparing company qualification certificate analysis reports, company certificates during company audit activities and the process of storing these documents.
- 6) Your *Name-Surname, TR ID No. Address, E-mail address, Contact Address, Phone Number, Invoice, bond, check information, Order information, Debt-Credit Information, Customer No. Customer Income Information, Customer Occupation Information, Balance sheet information, Debt Balance, Credit Balance, Financial Activity Information, Signature, Starting and ending dates of employment, Place of employment, Debt Balance, Credit Balance information* are processed for the purpose of conducting the company's storage and archiving processes.

d) Storage of Personal Data

Your personal data are stored as follows;

- 1) Your *Name-Surname, TR ID No. Address, E-mail address, Contact Address, Phone Number, Invoice, bond, check information, Order information, Debt-Credit Information, Customer No. Customer Income Information, Customer Occupation Information, Balance sheet information, Debt Balance, Credit Balance, Financial Activity Information, Signature, Starting and ending dates of employment, Place of employment, Debt Balance, Credit Balance information* are stored for **10 years pursuant to the Personal Data Protection Law no. 6698 (KVKK m:5/2-e) it is necessary for the establishment, exercise or**

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protection of any right and as per article 5/2-f it is necessary for the legitimate interests pursued by the data controller.

- 2) Your personal data obtained from the documents during the process of preparing company qualification certificate analysis reports, company certificates during company audit activities and the process of storing these documents **are stored for 10 years where pursuant to (KVKK m:5/2-e) it is necessary for the establishment, exercise or protection of any right and as per article 5/2-f it is necessary for the legitimate interests pursued by the data controller.**
- 3) Your visual recordings (CCTV footage at the company premises) **are stored where pursuant to 5/2-f it is necessary for the legitimate interests pursued by the data controller, then these records are automatically deleted when they are overwritten by new records.**

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 Şehitkamil 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.