



**ÜNAL SENTETİK DOKUMA SAN. VE
TİC. A.Ş.
VISITOR CLARIFICATION TEXT**

Document No.	ORT.Bİ.FR.02
Page	1 / 2
Date of Issue	26.07.2022
Revision No.	00
Revision Date	-

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 *natural persons who visit* 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.

Our company 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 Personal Data

The personal data obtained from you are processed as follows:

- 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, pursuant to the law no. 6698 *article 5/2-f legal basis due to legitimate interest*;
- Name, surname, license plate information, visitor information such as ID and Customer information obtained by the security guards when entering the company premises are processed for the purpose of ensuring and monitoring the safety of our company and you, and in the interest of business continuity, pursuant to the law no. 6698 *article 5/2-f legal basis due to legitimate interest*;

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 no. 6698, to the extent allowed for the aforementioned purposes and legal reasons, with natural persons or private legal entities, affiliates, authorized public agencies and institutions.

c) The Methods of Collecting Personal Data

Our company collects your personal data as follows:

- When you visit the company premises, through automated means when the cameras record footage, or in written, oral or electronic format through automated or non-automated means.
- When you enter the company premises, through non-automated means when your identification and customer information are entered in the visitor's log.

d) Storage of Personal Data

Your personal data are stored as follows;

- Your visual recordings (CCTV footage at the company premises) are stored in accordance with the purpose of data processing, then these records are automatically deleted when they are overwritten by new records.
- Your identification and customer data in the visitor's log are stored in accordance with the purpose of data processing, then these records are destroyed by implementing a means of disposal.



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Page	2 / 2
Date of Issue	26.07.2022
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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.

THIS CLARIFICATION TEXT IS ISSUED AND ANNOUNCED TO THE VISITORS OF OUR COMPANY