

Website Clarification Text

EMIRSON GLOBAL FOREIGN TRADE LIMITED COMPANY CLARIFICATION TEXT UNDER THE LAW ON THE PROTECTION OF PERSONAL DATA, NUMBER 6698

Emirson Global Foreign Trade Limited Company (“Company”) takes all kinds of technical and legal measures in accordance with the Law on Protection of Personal Data No. 6698 (“KVKK”) in the processing of your personal data due to the activities it carries out. The persons concerned can obtain detailed information on the processing of their personal data, their transfer to third parties, the legal reasons for collecting personal data and their rights in the KVKK from the following clarification text.

A. Processed Personal Data, Purpose of Data Processing, Collection Method and Legal Reason for Processing

The legal grounds on which our company is based during data processing are as follows:

- Existence of express consent (“art. 5/1, art. 6”).
- Expressly stipulated in laws (“m.5/2-a”).
- Being obligatory for the protection of life or physical integrity of himself/herself or another person, who is unable to express her consent due to actual impossibility or whose consent is not legally recognized (“art. 5/2-b”).
- Provided that it is directly related to the establishment or performance of a contract, it is necessary to process the personal data of the parties to the contract (“art.5/2-c”).
- It is mandatory for the data controller to fulfill its legal obligation (“art. 5/2- ç”).
- The person concerned has been made public by himself/herself. (“art.5 / 2-d”).
- Data processing is mandatory for the establishment, exercise or protection of a right (“art.5/2-e”).
- Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject (“art. 5/2-f”).

Data Processing Purpose	Processed Personal Data	Data Processing Terms	Data Collection Methods
Ensuring security by recording our company's business and working areas.	Camera recording, audio recording	m. 5/2-f.	Via camera systems (Automatically)

Execution of order taking processes	Name, surname, e-mail, address, phone number, signature	m.5/2-c, m.5/2-e, m.5/2-f.	By e-mail (Partially by automated means)
Making retrospective reports about the customer	Name, surname, e-mail, phone, signature, title	m.5/2-c, m.5/2-d, m.5/2-e.	Via the relevant document (non-automatically)
Managing exhibition participation processes	Name, surname, title, e-mail	m.5/2-c, m.5/2-d, m.5/2-e.	Via the relevant document (non-automatically)
Execution of consular and visa procedures	Name, surname, photo, address, place of birth, date of birth, nationality, gender, Republic of Turkey ID Number, payroll information, employment statement, circular of signature, photocopy of identity card.	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	By physical means (non-automatic or partially automated means)
Receiving invitations from relevant countries	Criminal record Passport number Name surname Photograph Address Place of birth Date of birth nationality Gender Republic of Turkey ID Number	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	By physical and digital means (Partially automated and Automated)

Managing contract processes	Name, surname, signature, title, address, Republic of Turkey ID Number, telephone, tax office identification number, fax	m.5/2-c, m.5/2-e m.5/2-f	Via e-mail (Partially automatic and non-automatic means)
Follow-up of litigation, mediation and enforcement processes	Personal data that is the subject of the file and/or in the file	m.5/1, m.6/1, m.5/2-a, m.5/2-d, m.5/2-e, m.5/2-f.	Physical means and e-mail (Partially automated and non-automated)
Product promotion and marketing activities	Name, surname, address, phone, photo.	5/2-f	By e-mail, telephone, physical means (Partly by automatic means)
Conducting correspondence with public institutions and organizations	Name, surname, address, Republic of Turkey ID Number, identity serial number, date of birth, mother and father name, title, photo, video, telephone, e-mail, signature	m.5/2-a, m.5/2-c, m.5/2-ç	By physical means or e-mail (Non-automatic or partially automated means)
Order management	Name, surname, address, telephone, signature.	m.5/2-c, m.5/2-e, m.5/2-f.	By digital means (by non-automatic or partially automated means)

Execution of shipping processes	Name, surname, email, phone, license plate, title.	m.5/2-c, m.5/2-e, m.5/2-f.	Via e-mail (by non-automatic or partially automated means)
Customs clearance	Name, surname, e-mail, phone, product information, price information, title.	m.5/2-c, m.5/2-e, m.5/2-f.	Via e-mail (by non-automatic or partially automated means)
Execution of invoice processes	Name, surname, IBAN information, e-mail, address, billing information, telephone, Republic of Turkey ID Number, fax, tax office identification number, product information, signature,	m.5/2-c, m.5/2-ç, m.5/2-e.	By physical means or e-mail (by non-automatic or partially automated means)
Execution of payment transactions	Name, Surname, Company name, IBAN information, Salary Information	m.5/2-c, m.5/2-ç, m.5/2-e.	By digital means (by non-automatic or partially automated means)
Making salary agreements with banks	Name surname Photocopy of identify card Republic of Turkey ID Number Telephone Mother's maiden name Address	m.5/2-c, m.5/2-ç, m.5/2-e	By physical means (by non-automatic or partially automated means)
Requesting a loan from the bank	Name surname Email Telephone Loan Amount Signature	m.5/2-c, m.5/2-ç, m.5/2-e	Via e-mail (by non-automatic or partially automated means)

Execution of bank activities	Name surname Email Telephone Address fax	m.5/2-c, m.5/2-ç, m.5/2-e	Via e-mail (by non-automatic or partially automated means)
Making a contract with the bank	Name surname Republic of Turkey ID Number Signature Circulars Photocopy of identify card Commercial Registry Gazette Email Telephone	m.5/2-c, m.5/2-ç, m.5/2-e	Via e-mail (by non-automatic or partially automated means)
Making job entries	Name surname Republic of Turkey ID Number Photocopy of identify card Photograph Health report Criminal Records For example, the population Register Diploma IBAN Information	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	By physical means (by non-automatic means)
Providing information to the financial advisor	Name surname Email Telephone Address Fax	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	Via e-mail (by non-automatic or partially automated means)
Preparation and storage of payrolls	Name surname Photocopy of identify card Republic of Turkey ID Number Working Time Incapacity Report Salary Information Occupation Code Private Pension Insurance Deduction Enforcement / Debt Deductions	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	Via e-mail (by non-automatic or partially automated means)

Execution of SSI procedures	Name surname Address Republic of Turkey ID Number Incapacity Report	m.5/2-a, m.5/2-c, m.5/2-ç, m.5/2-e.	Physical and digital means (by non-automatic or partially automated means)
Vehicle embezzlement	Name and surname License Plate Information	m.5/2-e, m.5/2-f.	By physical means (by non-automatic means)
Execution of product purchase and sale processes	Name surname Card Information List of products Expenditure Information Email Telephone	m.5/2-c, m.5/2-e, m.5/2-f.	By physical means (with non-automatic and partially automatic means)

B. Transfer of Personal Data

1. Your personal data, which is stated to be processed in the first heading, is transferred in accordance with the data processing purposes under the same heading, if necessary and limited to what is necessary, during the realization of our company activities and business processes:

- To audit firms, financial advisors, relevant public institutions and organizations in accordance with the provisions of the relevant legislation (*executing activities in accordance with the legislation, fulfilling our legal obligations, management of contract processes*),
- To banks and financial institutions, (*executing contract processes, conducting finance and accounting works, following and executing legal affairs*),
- To the suppliers and business partners involved in the business processes for the realization of the activities (*Ensuring/supervision of business continuity, Execution of contract processes, Follow-up of requests and complaints, Follow-up and execution of legal affairs*)
- To the relevant supplier company that our company provides services to in business processes, to our business partner (*Ensuring/supervising business continuity, Execution of contract processes, Follow-up of requests and complaints, Follow-up and execution of legal affairs*)
- To legally authorized public institutions and organizations in line with the requests of the relevant public institutions and organizations and limited to the purpose of the request (*executing the activities in accordance with the legislation, following and executing the legal affairs, fulfilling our legal obligations in accordance with the legal/administrative regulations*), regulations).

C. Rights of the Relevant Person

Everyone has the following rights in accordance with Article 11 of the KVKK;

1. Learning whether personal data is processed or not,
2. Requesting information on personal data if it has been processed,
3. Learning the purpose of processing personal data and whether they are used in accordance with its purpose,
4. Knowing the third parties to whom personal data is transferred in the country or abroad,
5. Requesting correction of personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third-parties to whom the personal data has been transferred,
6. Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the KVKK and other relevant laws, and requesting the notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
7. Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
8. To request compensation for the damage in case of loss due to unlawful processing of personal data.

Anyone can submit their requests regarding these rights to our Company in accordance with the Communiqué on Application Procedures and Principles to the Data Controller. Requests will be evaluated and decided free of charge as soon as possible and ultimately within thirty (30) days at the latest. If the evaluation and decision-making process requires an additional cost, the fee in the tariff determined by the Personal Data Protection Board will be taken as a basis.