**ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş.**

**LAW ON THE PROTECTION OF PERSONAL DATA NATURAL PERSON- SUPPLIER- CUSTOMER-BUSINESS PARTNER- NATURAL PERSON REPRESENTATIVE DISCLOSURE TEXT**

**ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş** (hereinafter **referred to as "Arabacı Döviz or Company**") is among our priority principles to protect the privacy of our business partners, customers, suppliers, lessors, especially to protect their fundamental rights and freedoms, to ensure and protect information security; " We wanted to inform you about "Protection of Personal Data". **ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş** It reserves the right to update this Clarification on the Protection of Personal Data text at any time within the framework of changes that may be made in the legislation in force.

**Personal Data Processed:**

**Identity Information:** Identity (Name, Surname, TCKN, Passport No,)

**Contact Information:** Contact (such as Address No., E-Mail Address, Contact Address, Registered Electronic Mail Address (KEP), Telephone No.)

**Finance Information:** Iban No.

**Visual and Audio Recordings:** (Camera Recordings)

**Data Subject Person Group:**

Customer (Product and Service Recipient),

Business Partners,

Supplier Official,

Supplier Employee,

**Processing of Your Personal Data:**

Within the scope of the Law on the Protection of Personal Data No. 6698 published in the Official Gazette dated 07.04.2016 and numbered 29677 (hereinafter referred to as the "Law"); obtaining, recording, storing, preserving, changing, rearranging, disclosure, transferring, taking over, making available, classifying or rearranging personal data by fully or partially automatic means or by non-automatic means provided that it is part of any data recording system Any operation performed on the data, such as the prevention of its use, is considered as "processing of personal data".  Your personal data that you have shared with our Company within the scope of the contracts signed with our Company as a lessor for services such as Supplier Relationship, Customer Communication and ***ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş*** product financing etc. will be stored, recorded and updated by our Company in accordance with the Law, and may be transferred to third parties such as our business partners with whom we have a contractual relationship and legally authorized public institutions and organizations in accordance with the legislation and may be processed in the following ways.

**How Your Personal Data Is Collected:**

Your personal data; The information you transmit to us during our business relations, during the signing of commercial contracts and/or during the commercial relationship process is stored in various methods provided that it is verbal, written or electronic through various channels such as physical forms.

Your personal data, with the explicit consent of our customers and in accordance with Article 5 of the Law on the Protection of Personal Data No. 6698. It is processed on the basis of the legal reasons specified in the article.

**Purpose of Processing Your Personal Data:**

Your personal data collected may be processed by the company in accordance with the ***basic principles stipulated by the Law and within the conditions and purposes of personal data processing specified in Articles 5 and 6 of the Law***  for the following purposes:

* Execution of Emergency Management Processes
* Execution of Information Security Processes
* Enforcement of Access Authorizations
* Conducting Activities in Accordance with the Legislation
* Execution of Finance and Accounting Affairs
* Ensuring Physical Space Security
* Execution of Assignment Processes
* Follow-up and Execution of Legal Affairs
* Conducting Communication Activities
* Execution / Supervision of Business Activities
* Carrying out Business Continuity Ensuring Activities
* Execution of Goods / Services Purchasing Processes
* Execution of Goods / Services Sales Processes
* Execution of Goods / Services Production and Operation Processes
* Execution of Risk Management Processes
* Carrying out Storage and Archive Activities
* Execution of Contract Processes
* Follow-up of Requests / Complaints
* Ensuring the Security of Movable Goods and Resources
* Execution of Supply Chain Management Processes
* Execution of Remuneration Policy
* Execution of Marketing Processes of Products / Services
* Ensuring the Security of Data Controller Operations
* Providing Information to Authorized Persons, Institutions and Organizations
* Execution of Management Activities
* Creation and Tracking of Visitor Records

**Transfer of Your Personal Data:**

Personal data, limited to the purposes specified in the fourth article of this text in the event that one of the conditions set forth in paragraph 2 of Article 5 of the Law exists, for the purpose of  ***carrying out business processes by***  the company, to the employees of the ***company***, to the legally authorized public institutions and organizations such as the Ministry of Treasury and Finance, "Masak" and to the legally authorized private law persons specified in Articles 8 and 9 of the Law It can be transferred provided that the necessary security measures are taken within the framework of the conditions.

**In the absence of one of the conditions set forth in Article 5, paragraph 2 of the Law, the transfer of Personal Data is subject to the explicit consent of the person concerned.**

**Your Rights as a Data Subject:**

In relation to the processing of your Personal Data, as the data controller, **ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş*.*** Article 11 of the Law on the Protection of Personal Data No. 6698. In accordance with the clause:

a. To learn whether your personal data is processed or not,

b. If your personal data has been processed, to request information about it,

c. To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,

ç. To know the third parties to whom your personal data is transferred domestically or abroad,

d. Requesting the correction of your personal data if it is incomplete or incorrectly processed,

e. Section 7 of the Act Requesting the deletion or destruction of your personal data within the framework of the conditions stipulated in the article,

f. Requesting that the transactions carried out in accordance with subparagraphs (d) and (e) above be notified to the third parties to whom your personal data is transferred,

g. to object to the occurrence of a result against you by analyzing the processed data exclusively by means of automated systems, and

ğ. To request the compensation of the damage in case you suffer damage due to the processing of your personal data contrary to the Law,

By filling out the **Application Form** for your rights listed above in accordance with the instructions written, you can send a signed copy of the form  **ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş. Mesihpaşa Mah. Ordu Cad. no:101-A Laleli Fatih-İSTANBUL** personally with the documents identifying your identity, through a notary public or by other methods specified in the Law. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest; however, in case of additional cost, the Company reserves the right to charge you a fee according to the tariff to be determined by the Personal Data Protection Board.

**Data Controller Contact Information:**

**ARABACI DÖVİZ VE KIYMETLİ MADEN TİCARETİ YETKİLİ MÜESSESE A. Ş.**

**Mersis No: 0071002696500017**

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**E-mail Address:** [**info@arabacidoviz.com**](mailto:info@arabacidoviz.com)

**Address: Mesihpaşa Mah. Ordu Cad. no:101-A Laleli Fatih-İSTANBUL**