



SARKAP İÇ VE DIŞ TİCARET ANONİM ŞİRKETİ CLARIFICATION TEXT

Data Controller: Sarkap İç ve Dış Ticaret Anonim Şirketi

Piri Mehmet Paşa Mah. İskele Geçidi Sk. Taşev Apt. No: 7 İç Kapı No:
5 Silivri/İstanbul

As Sarkap İç ve Dış Ticaret Anonim Şirketi ("Sarkap"), we have prepared this Clarification Text in order to inform you about the processing, storage, and transfer of your personal data within the scope of the Law on Protection of Personal Data No. 6698 ("LPPD").

- Employee
- Employee Candidate
- Supplier's Employee
- Supplier's Representative
- Customer
- Potential Customer
- Visitor
- Parent/Guardian/Representative
- Shareholder/Partner

1. Which of your Personal Data is Processed

Employee
Detailed information about the processed personal data of the employees is made available only to our employees.
If you are a former Sarkap employee, you can exercise your rights regarding your personal data processed by one of the application methods in this Clarification Text.

Employee Candidate	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none">• Identity Information• Personality Analysis Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none">• Evaluation of Job Application and Determination of Appropriate Candidate to be Hired• Execution of Employee Candidate / Intern / Student Selection and Placement Processes• Execution of Application Processes of Employee Candidates
Legal Grounds for Processing Your Personal Data	Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;

	<ul style="list-style-type: none"> provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned
Personal Data Collection Methods	<ul style="list-style-type: none"> Job application form Resumes submitted to our company by the candidate İŞKUR and private employment agencies (including Kariyer.net, Yenibiris.com, LinkedIn etc.)
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> Residence Contact Information Address
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> Evaluation of Job Application and Determination of Appropriate Candidate to be Hired Execution of Employee Candidate / Intern / Student Selection and Placement Processes Execution of Application Processes of Employee Candidates
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned
Personal Data Collection Methods	<ul style="list-style-type: none"> Job application form Resumes submitted to our company by the candidate İŞKUR and private employment agencies (including Kariyer.net, Yenibiris.com, LinkedIn etc.)
Professional Experience Information	
Processed Personal Data	<ul style="list-style-type: none"> Educational Information Certificates received, courses attended Work experiences
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> Evaluation of Job Application and Determination of Appropriate Candidate to be Hired Execution of Employee Candidate / Intern / Student Selection and Placement Processes Execution of Application Processes of Employee Candidates
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned

Personal Data Collection Methods	<ul style="list-style-type: none"> • Job application form • Resumes submitted to our company by the candidate • İŞKUR and private employment agencies (including Kariyer.net, Yenibiris.com, LinkedIn etc.)
Special Categories of Personal Data	
<p>Special categories of personal data consists of the data relating to a person's race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothing, membership in associations, foundations or unions, health, sexual life, criminal convictions, security measures, biometric and genetic data.</p> <p>Special categories of personal data require higher protection than other data categories. It is regulated under the LPPD that additional information should be provided in order to process such data.</p>	
Health Information	
Processed Personal Data	<ul style="list-style-type: none"> • Health Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Evaluation of Job Application and Determination of Appropriate Candidate to be Hired
Legal Grounds for Processing Your Personal Data	<p>Your health data, in line with the realization of the above-mentioned purposes by Sarkap, as per the legal grounds specified in Article 6 of the LPPD; <i>“Personal data relating to health and sexual life may only be processed without obtaining the explicit consent of the data subject for purposes of protection of public health, operation of preventive medicine, medical diagnosis, treatment, and care services, planning and management of health services and financing by persons under the obligation of secrecy or authorized institutions and organizations.”</i></p> <p>Except for the grounds listed in Article 6 of the LPPD, if your health data is required to be processed, your health data will be processed with your explicit consent.</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • Job application form • Resumes submitted to our company by the candidate • İŞKUR and private employment agencies (including Kariyer.net, Yenibiris.com, LinkedIn etc.)
Data Relating to Convictions and Security Measures	
Processed Personal Data	<ul style="list-style-type: none"> • Convictions and Security Measures Related Data

Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Evaluation of Job Application and Determination of Appropriate Candidate to be Hired
Legal Grounds for Processing Your Personal Data	<p>Your Convictions and Security Measures data may be processed by Sarkap in line with the realization of the above-mentioned purposes as per the legal grounds specified in Article 6 of the LPPD: “<i>Personal data indicated in paragraph 1, other than personal data relating to health and sexual life, may be processed without obtaining the explicit consent of the data subject if processing is permitted by any law.</i>” Except the grounds specified in Article 6 of the LPPD, in case your Convictions and Security Measures data are required to be processed, your Convictions and Security Measures data will be processed by obtaining your explicit consent.</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • Job application form • Resumes submitted to our company by the candidate • İŞKUR and private employment agencies (including Kariyer.net, Yenibiris.com, LinkedIn etc.)
Supplier’s Employee	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name, Surname • Vehicle Plate Information • Electronic Signature • Photograph • Signature • Birth Certificate – ID Photocopy • Personal Registration Number • Certificate Number • SGK Registration Number • Republic of Turkey ID Number
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Emergency Management Processes • Execution of Information Security Processes • Conducting Audit / Ethical Activities • Conducting Educational Activities • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Company / Product / Services Loyalty Processes • Providing Physical Space Security • Execution of Communication Activities • Execution / Supervision of Business Activities • Execution of Occupational Health / Safety Activities • Conducting the Activities to Ensure Business Continuity

	<ul style="list-style-type: none"> ● Execution of Logistics Activities ● Execution of Goods / Services Procurement Processes ● Execution of Goods / Services Sales Processes ● Execution of Goods / Services Production and Operation Processes ● Organization and Event Management ● Execution of Contract Processes ● Ensuring the Security of Movable Property and Resources ● Execution of Supply Chain Management Processes ● Ensuring the Security of Data Controller Operations ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Management Activities ● Creating and Tracking Visitor Records
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● 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, ● clearly stipulated in the law, ● having been made public by the data subject, ● 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, ● It is mandatory for the data controller to fulfill its legal obligation,
Personal Data Collection Methods	<ul style="list-style-type: none"> ● With other printed forms ● E-mail ● With electronic forms ● Statement of the data subject ● Documents declared by the data subject
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Mobile number ● E-mail Address ● Home Phone Number ● Fax Number ● Residence –Postal address ● Business Phone Number ● Business Address ● Business Name-Title ● Workplace Registration Number
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Information Security Processes ● Conducting Audit / Ethical Activities ● Conducting Educational Activities

	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Execution of Company / Product / Services Loyalty Processes ● Providing Physical Space Security ● Execution of Communication Activities ● Execution / Supervision of Business Activities ● Execution of Occupational Health / Safety Activities ● Conducting the Activities to Ensure Business Continuity ● Execution of Logistics Activities ● Execution of Goods / Services Procurement Processes ● Execution of Goods / Services Sales Processes ● Execution of Goods / Services Production and Operation Processes ● Execution of Contract Processes ● Ensuring the Security of Movable Property and Resources ● Execution of Supply Chain Management Processes ● Ensuring the Security of Data Controller Operations ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Management Activities ● Creating and Tracking Visitor Records
<p>Legal Grounds for Processing Your Personal Data</p>	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● The processing of personal data of the parties to a contract is necessary, provided that it is directly related to the conclusion or performance of the contract ● clearly stipulated in the law, ● 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,
<p>Personal Data Collection Methods</p>	<ul style="list-style-type: none"> ● With other printed forms ● E-mail ● With electronic forms ● Statement of the data subject ● Documents declared by the data subject
<p>Employee's Personal Information</p>	
<p>Processed Personal Data</p>	<ul style="list-style-type: none"> ● Eligibility to Work Report ● Work Start Date ● Testimonial-Service-Employment Certificate from the Previous Workplace ● Position/Title Information ● SSI Recruitment Statement
<p>Purpose of Processing Your Personal Data</p>	<ul style="list-style-type: none"> ● Execution of Information Security Processes ● Conducting Audit / Ethical Activities ● Conducting Educational Activities

	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Providing Physical Space Security ● Execution of Communication Activities ● Execution / Supervision of Business Activities ● Execution of Occupational Health / Safety Activities ● Conducting the Activities to Ensure Business Continuity ● Execution of Logistics Activities ● Execution of Goods / Services Procurement Processes ● Execution of Goods / Services Sales Processes ● Execution of Goods / Services Production and Operation Processes ● Execution of Contract Processes ● Ensuring the Security of Movable Property and Resources ● Execution of Supply Chain Management Processes ● Providing Information to Authorized Persons, Institutions and Organizations ● Creating and Tracking Visitor Records
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● 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, ● clearly stipulated in the law, ● 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> ● With other printed forms ● E-mail ● With electronic forms ● Statement of the data subject ● Documents declared by the data subject
Legal Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Information relating to Correspondence with Judicial Authorities ● Information contained in the Case File ● Information relating to Correspondence with Administrative Authorities ● Information provided within the Scope of the Written Warning/Notification
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Follow-up of Legal Affairs ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● clearly stipulated in the law,



Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With electronic forms
Professional Experience Information	
Processed Personal Data	<ul style="list-style-type: none"> • Diploma Information • Training Courses Information • Hands-on Training Information • Certificates
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Providing Physical Space Security • Assignment Processes • Execution / Supervision of Business Activities • Execution of Occupational Health / Safety Activities • Conducting the Activities to Ensure Business Continuity • Execution of Goods / Services Production and Operation Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • processed as based on the legal grounds explicitly stipulated in the laws,
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With electronic forms

Supplier's Representative	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name • Surname • Signature • ID Information (Information provided in Documents such as Identity Copy or Signatory Circular)
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Providing Physical Space Security • Execution / Supervision of Business Activities • Execution of Occupational Health / Safety Activities • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations • Creating and Tracking Visitor Records



Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Personal Data Collection Methods	<ul style="list-style-type: none"> • Offer texts delivered electronically by e-mail, or in hard copy by postal service
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • E-mail Address
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Providing Physical Space Security • Execution / Supervision of Business Activities • Execution of Occupational Health / Safety Activities • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations • Creating and Tracking Visitor Records
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Personal Data Collection Methods	<ul style="list-style-type: none"> • Offer texts delivered electronically by e-mail, or in hard copy by postal service
Employee's Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Position/Title Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Information Security Processes • Execution of Activities in Compliance with the Legislation • Providing Physical Space Security • Execution / Supervision of Business Activities • Execution of Occupational Health / Safety Activities • Execution of Goods / Services Procurement Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations • Creating and Tracking Visitor Records

Legal Grounds for Processing Your Personal Data

Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;

- 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,

	<ul style="list-style-type: none"> • clearly stipulated in the law, • It is mandatory for the data controller to fulfill its legal obligation,
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With Electronic Forms
Financial Information	
Processed Personal Data	<ul style="list-style-type: none"> • Bank Account Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Information Security Processes • Execution of Activities in Compliance with the Legislation • Execution / Supervision of Business Activities • Execution of Goods / Services Procurement Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Statement of the data subject
Legal Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> • Information relating to Correspondence with Judicial Authorities • Information contained in the Case File • Information relating to Correspondence with Administrative Authorities • Information provided within the Scope of the Written Warning/Notification
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Follow-up and Execution of Legal Affairs • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is mandatory for the data controller to fulfill its legal obligation,

Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With electronic forms
Professional Experience Information	
Processed Personal Data	<ul style="list-style-type: none"> • Work experiences and reference information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Occupational Health / Safety Activities • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • processed as based on the legal grounds explicitly stipulated in the laws,
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With electronic forms
Customer	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name-Surname • Gender • Republic of Turkey ID No
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Goods / Services Sales Processes • Execution of Finance and Accounting Affairs • Execution and Supervision of Business Activities • Execution of Communication Activities • Execution of Company / Product / Services Loyalty Processes • Execution of Activities in Compliance with the Legislation • Execution of Customer Relationship Management Processes • Execution of Activities for Customer Satisfaction • Execution of Storage and Archiving Activities • Follow-up of Claim / Complaints • Planning And Execution Of Commercial And/or Business Strategies • Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Your Personal Data

Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;

- expressly stipulated in the law
- 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,
- Obligatory for the data controller to fulfill its legal obligation
- provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned

	-
Personal Data Collection Methods	<ul style="list-style-type: none"> • Member Form and other electronic forms • Website • E-mail • Requests and messages
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • Phone number • E-mail Address • Address
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Goods / Services Sales Processes • Execution of Finance and Accounting Affairs • Execution and Supervision of Business Activities • Execution of Communication Activities • Execution of Company / Product / Services Loyalty Processes • Execution of Activities in Compliance with the Legislation • Execution of Customer Relationship Management Processes • Execution of Activities for Customer Satisfaction • Execution of Storage and Archiving Activities • Follow-up of Claim / Complaints • Planning And Execution Of Commercial And/or Business Strategies • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • expressly stipulated in the law • 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, • Obligatory for the data controller to fulfill its legal obligation • provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned <p style="text-align: center;">-</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • Member Form and other electronic forms • Website • E-mail • Requests and messages
Process Security	
Processed Personal Data	<ul style="list-style-type: none"> • IP Address Information • Information relating to going Online/Offline • Username Information, Password Information • Traffic Data

<p>Purpose of Processing Your Personal Data</p>	<ul style="list-style-type: none"> ● Execution of Information Security Processes ● Execution of Audit Inspection / Ethical Activities ● Execution and Supervision of Business Activities ● Execution of Storage and Archiving Activities ● Ensuring the Security of Data Controller Operations ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Activities in Compliance with the Legislation ● Follow-up and Execution of Legal Affairs ● Execution of Goods/Service and Sales Processes ● Follow-up of Claim / Complaints
<p>Legal Grounds for Processing Your Personal Data</p>	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● expressly stipulated in the law ● 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, ● Obligatory for the data controller to fulfill its legal obligation ● provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned
<p>Personal Data Collection Methods</p>	<ul style="list-style-type: none"> ● Website ● Data Security Systems ● Electronic Equipment
<p>Customer Transactions Information</p>	
<p>Processed Personal Data</p>	<ul style="list-style-type: none"> ● Invoicing Information ● Demands Information ● Shopping History ● Orders ● Gift Certificates ● Points ● Lists ● Messages ● Customer Reviews ● Profiling and Segmentation

Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Finance and Accounting Affairs ● Follow-up and Execution of Legal Affairs ● Execution of Storage and Archiving Activities ● Execution of Contract Processes ● Execution of Goods / Services Sales Processes ● Execution of Goods/Services Supply, After-Sales Support Services Activities ● Execution of Customer Relationship Management Processes ● Conducting Marketing Analysis Studies ● Execution of Advertising, Campaigns and Promotion Processes ● Follow-up of Claim / Complaints ● Execution of Marketing Processes of Products / Services
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● Express consent, ● clearly stipulated in the law, ● 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, ● It is mandatory for the data controller to fulfill its legal obligation, ● 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, <p>-</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> ● Website ● Requests and Applications ● Printed/Electronic Forms ● Call Center Records ● Emails ● Cookies
Legal Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Information relating to Correspondence with Judicial Authorities ● Information contained in the Case File ● Information relating to Correspondence with Administrative Authorities ● Information provided within the Scope of the Written Warning/Notification
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Follow-up and Execution of Legal Affairs ● Execution of Contract Processes ● Conducting Audit / Ethical Activities ● Providing Information to Authorized Persons, Institutions and Organizations

	<ul style="list-style-type: none"> • Execution of Management Activities • Execution and Supervision of Business Activities • Execution of Storage and Archiving Activities • Execution of Risk Management Processes • Ensuring the Security of Data Controller Operations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • Obligatory for the data controller to fulfill its legal obligation • Data processing is mandatory for the establishment, exercise or protection of a right • provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned
Personal Data Collection Methods	<ul style="list-style-type: none"> • Other printed forms • Electronic forms • Requests and applications • Contracts • Official letters from judicial and administrative authorities
Audio and Visual Recording Data	
Processed Personal Data	<ul style="list-style-type: none"> • Call Center Voice Recordings
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Loyalty Processes for Company Products and Services • Execution of Customer Relationship Management Processes • Execution of Activities for Customer Satisfaction • Execution of Storage and Archiving Activities • Follow-up of Claim / Complaints • Execution of Marketing Processes of Products / Services • Execution of Customer Relationship Management Processes • Conducting Marketing Analysis Studies • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is mandatory for the data controller to fulfill its legal obligations, and 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 controller.
Personal Data Collection Methods	<ul style="list-style-type: none"> • Call center calls

Potential Customer	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name • Surname • Republic of Turkey ID No • Identity Card Copies • Tax Office • Tax Number • Customer Number • Commercial Registry Number • Username
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Communication Activities • Execution of Goods / Services Sales Processes • Conducting Marketing Analysis Studies • Execution of Advertising / Campaign / Promotion Processes • Execution of Marketing Processes of Products / Services • Execution of Storage and Archiving Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • Express consent,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Forms • Documents declared by the data subject • Business card
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • Address • Mobile number • E-mail Address • Telephone
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Communication Activities • Execution of Goods / Services Sales Processes • Conducting Marketing Analysis Studies • Execution of Advertising / Campaign / Promotion Processes • Execution of Marketing Processes of Products / Services • Execution of Storage and Archiving Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • Express consent,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Forms • Documents declared by the data subject

	<ul style="list-style-type: none"> • Business card
Employee's Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Profession Knowledge
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution/Audit of Business Activities • Execution of Storage and Archiving Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • Express consent,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Forms • Documents declared by the data subject • Business card
Financial Information	
Processed Personal Data	<ul style="list-style-type: none"> • Customer Income Information • Bank Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Goods / Services Sales Processes
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • Express consent,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Forms • Documents declared by the data subject • Business card
Marketing Information	
Processed Personal Data	<ul style="list-style-type: none"> • Shopping History • My Gift Cards
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Goods / Services Sales Processes • Execution of Activities for Customer Satisfaction • Conducting Marketing Analysis Studies • Execution of Advertising / Campaign / Promotion Processes • Execution of Marketing Processes of Products / Services

Legal Grounds for Processing Your Personal Data

Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;

- 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,

	<ul style="list-style-type: none"> 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> Website
Parent/Guardian/Representative	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> Name, Surname Signature
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> Fulfillment of Employment Contract and Legislative Obligations for Employees Execution of Rights and Fringe Benefits Processes for Employees Execution of Activities in Compliance with the Legislation Execution of Human Resources Processes Execution of Contract Processes
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> Agreement
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> E-mail Address Contact Address Home Phone Number Business Phone Number
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> Fulfillment of Employment Contract and Legislative Obligations for Employees Execution of Rights and Fringe Benefits Processes for Employees Execution of Activities in Compliance with the Legislation Execution of Human Resources Processes Execution of Contract Processes

Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Statement of the data subject
Visitor	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name • Surname • Republic of Turkey ID No • Signature
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Providing Physical Space Security • Ensuring the Security of Movable Property and Resources • Ensuring the Security of Data Controller Operations • Providing Information to Authorized Persons, Institutions and Organizations • Creating and Tracking Visitor Records
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is mandatory for the data controller to fulfill its legal obligation, • 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> • CCTV recordings • Using the card pass system • Recording the ID information provided by you into the system
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • E-mail Address • Phone number

Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Providing Physical Space Security ● Ensuring the Security of Movable Property and Resources ● Ensuring the Security of Data Controller Operations ● Providing Information to Authorized Persons, Institutions and Organizations ● Creating and Tracking Visitor Records
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● It is mandatory for the data controller to fulfill its legal obligation, ● 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, <p style="text-align: center;">-</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> ● Recording the contact information provided by you into the system
Transaction Security Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Target MAC Address ● Port Information ● Device MAC Address ● IP Address Information ● Start and End Time of Use
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Information Security Processes ● Execution of Activities in Compliance with the Legislation ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● processed as based on the legal grounds explicitly stipulated in the laws,
Personal Data Collection Methods	<ul style="list-style-type: none"> ● Information systems and electronic devices (data collected without any form, e.g. access logs, etc.)
Physical Space Security Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Camera Recordings ● Interviewee Name-Surname ● Visited Time and Entry-Exit Records

**Purpose of Processing
Your Personal Data**

- Providing Physical Space Security
- Ensuring the Security of Movable Property and Resources
- Ensuring the Security of Data Controller Operations
- Providing Information to Authorized Persons, Institutions and Organizations
- Creating and Tracking Visitor Records

Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • provided that the act of data processing does not harm the fundamental rights and freedoms of the person concerned
Personal Data Collection Methods	<ul style="list-style-type: none"> • CCTV recordings • Using the card pass system • Recording the ID information provided by you into the system
Special Categories of Personal Data	
<p>Special categories of personal data consists of the data relating to a person's race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothing, membership in associations, foundations or unions, health, sexual life, criminal convictions, security measures, biometric and genetic data.</p> <p>Special categories of personal data require higher protection than other data categories. It is regulated under the LPPD that additional information should be provided in order to process such data.</p>	
Health Information	
Processed Personal Data	<ul style="list-style-type: none"> • Health Status • Whether You Have Chronic Disorder • Body Temperature
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Protection of Public Health • Execution of Preventive Medicine, Medical Diagnosis, Treatment and Care Services
Legal Grounds for Processing Your Personal Data	<p>Your health data, in line with the realization of the above-mentioned purposes by Sarkap, as per the legal grounds specified in Article 6 of the LPPD; <i>“Personal data relating to health and sexual life may only be processed without obtaining the explicit consent of the data subject for purposes of protection of public health, operation of preventive medicine, medical diagnosis, treatment, and care services, planning and management of health services and financing by persons under the obligation of secrecy or authorized institutions and organizations.”</i></p> <p>Except for the grounds listed in Article 6 of the LPPD, if your health data is required to be processed, your health data will be processed with your explicit consent.</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • Through the information provided by you • By means of temperature measurement
Shareholder/Partner	
Identity Information	

Processed Personal Data	<ul style="list-style-type: none"> ● Name-Surname ● Republic of Turkey ID number ● Identity Information ● Identification Card Photocopy ● Other data in the ID Photocopy ● Passport Photocopy ● Signature
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Assignment Processes ● Follow-up and Execution of Legal Affairs ● Execution / Supervision of Business Activities ● Execution of Contract Processes ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Management Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● Express consent, ● clearly stipulated in the law, ● It is mandatory for the data controller to fulfill its legal obligation, ● 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, ● 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, <p style="text-align: center;">-</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> ● Documents declared by the data subject ● Official documents such as power of attorney, signatory circular or the list of attendees, and registration documents prepared at the meeting
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Address
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Assignment Processes ● Follow-up and Execution of Legal Affairs ● Execution / Supervision of Business Activities ● Execution of Contract Processes ● Providing Information to Authorized Persons, Institutions and Organizations ● Execution of Management Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> ● Express consent, ● clearly stipulated in the law,

	<ul style="list-style-type: none"> • It is mandatory for the data controller to fulfill its legal obligation, • 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, • It is necessary to process data for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Documents declared by the data subject • Official documents such as power of attorney, signatory circular or the list of attendees, and registration documents prepared at the meeting
Employee's Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Brief CV
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Assignment Processes • Follow-up and Execution of Legal Affairs • Execution / Supervision of Business Activities • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations • Execution of Management Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • clearly stipulated in the law, • It is mandatory for the data controller to fulfill its legal obligation, • 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, • 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> • Other Printed Forms
Financial Information	
Processed Personal Data	<ul style="list-style-type: none"> • Income Information • Ownership Information
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Contract Processes

	<ul style="list-style-type: none"> • Providing Information to Authorized Persons, Institutions and Organizations • Execution of Management Activities
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • clearly stipulated in the law, • It is mandatory for the data controller to fulfill its legal obligation, • 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, • 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, <p style="text-align: center;">-</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • Documents declared by the data subject
Legal Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> • Information relating to Correspondence with Judicial Authorities • Information contained in the Case File • Information relating to Correspondence with Administrative Authorities • Information provided within the Scope of the Written Warning/Notification
Purpose of Processing Your Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Follow-up and Execution of Legal Affairs • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Your Personal Data	<p>Your personal data is processed by Sarkap based on the legal grounds that data processing is mandatory for the legitimate interests of the data controller as specified in Article 5 of LPPD, for realization of the above-mentioned purposes;</p> <ul style="list-style-type: none"> • It is mandatory for the data controller to fulfill its legal obligation, • 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, • 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, <p style="text-align: center;">.</p>
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With electronic forms



1. To Whom Your Personal Data May Be Transferred And For What Purposes?

Your personal data is transferred

a. for the purposes of SARKAP to fulfill its legal obligations and defend its legitimate rights and interests, legally proving the delegation before the Authorized Notaries, ensuring the exercise of representative powers in favor of the company against any third parties, to carry out the activities as per the legislation within the scope of the legal regulation, and to inform the authorized persons, institutions and organizations, to the **Public Institutions and Organizations**,

b. for the purposes of Ensuring the delivery of orders, evaluating price offers, informing about the offer and reporting the financial situation, informing third parties about the company structure in a transparent manner by publicly posting on the website, evaluating and finalizing positive/negative feedback on company and department basis, general assembly and Preparing for the board of directors meetings and carrying out the meeting processes, identifying and following the people entering and leaving our businesses in order to ensure the security, following up the complaints about our products and services and evaluating the innovation suggestions, communicating with the person in the work areas where the activity is carried out, legally proving the delegation before the Authorized Notaries, ensuring exercise of representative powers in favor of the company against any third parties, determining the demands and needs of the customers and directing them to the Data Subject and product in the most appropriate way, and gaining new customers to the portfolio, and for the purposes of developing new projects of existing customers and increasing sales, in this context, creating a current card in our company's systems, receiving support in training activities, conducting exams and candidate evaluation activities, evaluating job applications and recruiting suitable candidates, to the **Affiliates, Subsidiaries and Business Partnerships**,

c. for the purposes of marketing, presenting special offers for you, informing and communicating about the campaigns, ensuring the delivery of orders, informing third parties about the company structure in a transparent manner by publicly posting on the website, identification, and tracking people entering and leaving our businesses, communicating with the person in the fields of activity, legally proving the delegation before the Authorized Notaries, ensuring exercise of representative powers in favor of the company against any third parties, determining the demands and needs of the customers and directing them to the Data Subject and product in the most appropriate way, bringing new customers to the portfolio, developing new projects of existing customers and to increase sales and in this context, creating a current card in our company's systems, getting support in training activities, conducting exams and candidate evaluation activities, carrying out emergency management processes, audit/ethics activities, conducting training activities, executing activities in accordance with the legislation, executing financial and accounting works, following and executing legal affairs, planning human resources processes, conducting/supervising business activities, executing occupational health and safety activities, logistics activities, executing goods/service sales processes, goods/services production and operation processes, contract processes, supply chain management processes, and goods/service procurement processes to the **Officers and Employees of the Supplier**,

d. **If you become a member by expressing your explicit consent through the SARKAP website**; for the purpose of carrying out storage and archiving activities to **our Infrastructure Suppliers/Service Providers in the Field of Technology** whose servers are abroad,

through complying with the terms of the LPPD Article 8 governing the transfer of personal data, and Article 9 governing transfer to abroad, and by taking all necessary technical and administrative measures only to the extent necessary for the consummation of the relevant purpose.



2. How Long Is Your Personal Data Retained?

Your personal data will be kept by SARKAP in line with the above-mentioned purposes and legal reasons, as long as the legislation does not provide otherwise and the reason for processing the data continues. In cases where the purpose of processing the data disappears or the Members request the deletion of the data for a justified reason and the legislation does not require the relevant data to be stored for a longer period, the relevant data will be destroyed.

3. What Are Your Rights Regarding Your Personal Data as a Data Subject?

Regarding your personal data you have the right of learning;

- a. Learning whether your personal data is processed or not,
- b. If your personal data has been processed, requesting information about it,
- c. Learning the purpose of processing personal data and whether they are used in accordance with its purpose,
- d. Knowing the third parties to whom your personal data is transferred, at home or abroad,
- e. Requesting correction of your personal data if it is incomplete or incorrectly processed,
- f. Requesting the deletion or destruction of your personal data within the framework of the conditions stipulated in the LPPD legislation,
- g. When you request the deletion or destruction of your personal data by correcting incomplete or incorrect data, requesting that this situation be notified to the third parties to whom we have transferred your personal data,
- h. Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems, and
- i. If you suffer damage due to unlawful processing of personal data, requesting the removal of this damage.

4. How can you Exercise Your Rights as a Data Subject?

You are entitled to send your application requests regarding your personal data to Sarkap with the Data Subject Application Form;

- a. with an e-mail to “info@sarkap.com”,
- b. by personally applying with a valid identity document,
- c. by posting to “Piri Mehmet Paşa Mah. Pier Gateway Sk. Tasev Apt. No: 7 Interior Door No: 5 Silivri/Istanbul” address, with your hand-written signature and a photocopy of your ID card,
- d. By signing with an electronic signature or secure electronic signature and sending an e-mail to “info@sarkap.com” address,
- e. By sending it to the registered electronic mail (KEP) address of “sarkap@hs03.kep.tr” using a registered electronic mail (KEP) address and secure electronic signature or mobile signature.

In accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller, It is obligatory to include on the application the name, surname, signature if the



application is in writing, T.R. ID number (if the applicant is a foreign national, the nationality, passport number or identification card number, if any), the place of residence or workplace address for notification, the e-mail address, telephone number, and fax number for notification if any, and information on the subject of the request.

The Data Subject must clearly and comprehensibly state the subject requested in the application, which includes explanations regarding the above-mentioned right to be exercised and to be used. Information and documents related to the application must be attached to the application.

Although the subject of the request must be related to the person of the applicant, if acting on behalf of a third party, the applicant must be specifically authorized in this regard and this authority must be documented (with a power of attorney). In addition, the application must include identity and address information, and documents confirming identity must be attached to the application.

Requests made by unauthorized third parties on behalf of a third party will not be considered.

5. How Long Will Your Requests Regarding the Processing of Your Personal Data Be Answered?

Your requests regarding your personal data are evaluated and answered as soon as possible and within 30 days at the latest from the date they reach Sarkap. If your request is accepted or rejected by explaining the reason, our reply will be sent to the address you specified in the application, primarily by postal service or e-mail, if possible, in the same manner as your request.