

## ABOUT THE PROTECTION OF YOUR PERSONAL DATA IN ACCORDANCE WITH THE PROCEDURES AND PRINCIPLES OF THE LAW ON THE PROTECTION OF PERSONAL DATA NUMBERED 6698 ("KVKK") CUSTOMER DISCLOSURE TEXT

As Makdos Bilişim Teknolojileri Sanayi Ticaret Limited Şirketi ("Company"), we have prepared this Clarification and Explicit Consent Text in order to inform you about your personal data processed by our Company in accordance with the Law No. 6698 on the Protection of Personal Data ("KVKK"), which is regulated in order to protect the fundamental rights and freedoms of individuals and to protect personal data, and to obtain your consent regarding some of your personal data you transmit to us.

### — WHICH PERSONAL DATA DO WE PROCESS?

<b>Identity Data</b>	Name, surname, TR Identity Number, Identity card information
<b>Contact Data</b>	Address, e-mail, company phone, cell phone
<b>Legal Action Data</b>	Case file information
<b>Customer Transaction Data</b>	Call center records, invoice information, receipt information, order information, request information
<b>Transaction Security Data</b>	User code, password, internet access logs, company login/logout logs, IP address, domain name, server information
<b>Risk Management Data</b>	Collection tracking information
<b>Financial Data</b>	IBAN, payment details
<b>Marketing Data</b>	Information obtained through the campaign, past purchase information
<b>Audiovisual Recordings Data</b>	Photographs, audio recordings
<b>Sensitive Personal Data</b>	Religion, blood type information in the identity card photocopy, information that requires additional security according to the nature of the service
<b>Other</b>	Company, title, signature

### — PURPOSES OF PROCESSING YOUR PERSONAL DATA

Initiating and managing the sales process,  
Managing the contracting process and fulfilling contractual responsibilities,  
Making definitions for the customer to benefit from the services of Makdos Teknoloji brands and ensuring that the information is up-to-date,  
Providing the technical infrastructure necessary for the customer to work in line with the customer request,  
Managing the customer's buying process,  
Providing after-sales customer support service,  
Managing customer requests and complaints,  
Providing the necessary service to ensure business continuity,  
Managing the invoice process,

Managing customer returns and collections,  
Monitoring the risks to which the Company will be exposed and taking necessary actions,  
Granting access authorizations to buildings, offices, systems, etc,  
Ensuring workplace safety,  
Ensuring brand awareness and conducting campaigns for potential sales,  
Conducting customer visits,  
Ensuring and monitoring customer communication,  
Creation of customer reports,  
Protecting the rights of the Company in legal processes and litigation proceedings,  
Management of consumer complaints,  
Full and proper fulfillment of our legal obligations,  
Fulfillment of information retention, reporting and disclosure obligations stipulated by legislation and official authorities.

## — HOW AND FOR WHAT REASONS DO WE COLLECT YOUR PERSONAL DATA ?

Your personal data is necessary for the fulfillment of the sales / service contract established between you and the Company, in order to fulfill our legal obligations within the scope of the relevant legislation and laws, in order to ensure workplace security, for the administration of the Company, the conduct of business, the implementation of its policies, provided that it does not harm your fundamental rights and freedoms, Due to the necessity of data processing for the legitimate interests of the Company, data is collected from you and/or other representatives/ employees representing your company, through voice recording application during phone calls, camera recordings during your visit to the Company and/or physical, written, verbal and electronic media through websites, social media and other public areas and/or organizations and events organized.

## — TO WHOM AND FOR WHAT PURPOSE DO WE TRANSFER YOUR PERSONAL DATA?

For the purposes set out in the article "Purposes of Processing Your Personal Data" of this Clarification Text within the scope of the provisions of the KVKK regarding the transfer of personal data and the transfer of personal data abroad;

Domestically;

To the Revenue Administration (GIB) and Türkkep in order to manage the invoice process, Financial consultancy company to make notifications arising from the sales contract, to manage the invoice process and to fulfill our legal obligations, Banks from which services are provided for collection, invoice cancellation and refund transactions, The Information and Communication Technologies Authority (BTK) within the scope of the Law on the Regulation of Broadcasts on the Internet and Combating Crimes Committed Through Such Broadcasts, Companies that provide cargo services for invoice submission, Companies providing cargo and courier services for contract delivery, To Workplace Building Management for the purpose of printing company entrance cards, To our lawyers so that we can exercise our right to defense when necessary, In case of request, within the scope of our legal obligations, to our lawyers, courts and relevant authorities

If abroad;

We transfer it to the necessary authorities in order to make notifications arising from the sales contract, to manage the invoice process in case the payment is made with foreign credit cards and / or paypal and to fulfill our legal obligations

## — YOUR RIGHTS

Pursuant to the provisions of Article 11 of KVKK, you have the following rights regarding your personal data:

To learn whether your personal data is being processed or not,

Request information if processed,

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

To learn the third parties, if any, to whom your personal data is transferred domestically or abroad,

To request correction of your personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,

Although your personal data has been processed in accordance with the provisions of KVKK and other relevant laws, in the event that the reasons requiring the processing of your personal data disappear, to request the deletion or destruction of your personal data and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,

To object to the occurrence of a result against you by analyzing the processed data exclusively through automated systems,

In case you suffer damage due to unlawful processing of your personal data, to demand the compensation of the damage.

## — HOW CAN YOU EXERCISE YOUR RIGHTS?

In order to inquire about one or more of your rights stated above, you may submit your requests in writing to our Company in person or you may send it by registered mail to the company address given in the contact information below. In order for third parties to make a request on your behalf, a special power of attorney issued by a notary public on behalf of the person who will make the application must be submitted by you. The date of notification of the document to the company is accepted as the date of application.

The application must include name, surname, signature, Turkish Republic identification number for citizens of the Republic of Turkey, nationality, passport number or identification number, if any, for foreigners, residential or workplace address for notification, e-mail address for notification, if any, telephone and fax number and the subject of the request.

Applications to be made within this scope will be accepted following the identity verification to be made by the Company, and your requests in your application will be finalized free of charge as soon as possible and within 30 (thirty) days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost for the Company, the fee in the tariff determined by the Personal Data Protection Board will be charged.

## MAKDOS BİLİŞİM TEKNOLOJİLERİ SANAYİ VE TİCARET LİMİTED ŞİRKETİ

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