**PRİNTPARK OFSET VE AMBALAJ SAN.TİC.A.Ş.**

**CLARIFICATION UNDER THE LAW OF PROTECTION OF PERSONAL DATA NUMBERED 6698**

PRİNTPARK OFSET VE AMBALAJ SAN.TİC.A.Ş. ("Company") takes all kinds of technical and legal measures in accordance with the Personal Data Protection Law ("KVKK") numbered 6698 in the processing of your personal data due to the activities it carries out. Relevant persons can access 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 in the following text.

1. **Processed Personal Data and Data Processing Purpose**

The legal reasons our company rests on during data processing are as follows:

* + Existence of explicit consent ("m.5 / 1, m.6").
  + It is clearly stipulated in the laws ("art.5 / 2-a").
  + It is mandatory for the protection of the life or physical integrity of the person who is unable to disclose her consent due to the actual impossibility or whose consent is not legally valid ("m.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 belonging to the parties ("m.5 / 2-c"). It is mandatory for the data controller to fulfill its legal obligation (“m.5/2-ç”).

* + The person concerned has been made public by herself (“m.5 / 2-d”).
  + Compulsory data processing for the establishment, use and protection of a right (“m.5 / 2-e”).
  + Provided that the fundamental rights and freedoms of the data subject are not harmed, data processing is mandatory for the legitimate interests of the data controller ("m.5 / 2-f").
  + Prescribed by laws ("art.6 / 3").

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| **Personal Data Processed** | **Goal** | **Related person** | **Data Processing Requirement** | **Method** |
| Name and surname, browsing information, bank account / bank number, bank information, contract amount information, contract information, address information, telephone number, e-mail address, invoice information, tax office information, reference information, signature books | Execution of purchasing, proposal and analysis processes, goods and equipment | Supplier officer, supplier employees | m.5/2-c,  m.5/2-e, m.5/2-f | Email, physical document, phone, contract |
| Name and surname, stamp information, bank account / bank number, bank information, contract amount information, contract information, address information, telephone number, e-mail address, invoice information, tax office information, signature books | Execution of Customer Relations Service | Customer | m.5/2-c,  m.5/2-e, m.5/2-f | Email, physical document, phone, contract |
| Name, surname, address, phone, mail | Execution of communication processes | Employee, trainee, supplier employee, supplier officer, customer | m. 5/2-c,m.  5/2-e, m.  5/2-f | ERP system, supplier, e-mail, verbal, telephone |
| Name and surname, browser, bank account / bank number, bank information, amount payable / receivable information, contract information, invoice information | Execution of financial processes | Supplier, customer | m.5/2-c,  m.5/2-ç,  m.5/2-e, m.5/2-f | E-mail, physical document, bank system, invoice, ERP system |
| Name Surname, browser, bank account / bank number, bank information, contract information, billing information, e-mail address, telephone number, address information, tax office information | Execution of accounting processes | Supplier, customer | m.5/2-a,  m.5/2-ç,  m.5/2-e, m.5/2-f | E-mail, physical document, bank system, invoice, ERP system |
| Name, surname, stamp information, invoice information, contract amount and business information, bank account / bank information, reference information, address information, phone number, e-mail address, invoice information, tax office information, signature books | Execution of legal processes | Supplier, customer | m.5/2-a,  m.5/2-c,  m.5/2-ç,  m.5/2-e, m.5/2-f | Email, various forms, petitions, application documents, website, ERP system, invoice |
| Name, surname, signature, date of birth, gender, marital status, nationality, place of birth, e-mail address, telephone number, residence, military status, | Personnel candidate evaluation and placement processes | Personnel | m.5/1, m.5/2-c,  m.5/2-ç,  m.5/2-d, | Online application, interview and |
| health knowledge, educational status, foreign language knowledge, occupational experience knowledge, computer usage information, certificate information, photograph, image was, number of children or age, reference information, duty information applied, wage request information, personal data communicated with resume or personal data specified by a person |  |  | m.5/2-e,  m.5/2-f, m.6 | interviews, business and solution partners, your references, e-mail, human resources companies, devices visible in the company |
| Image information, phonetics, name and surname | Running advertisement, promotion and campaign processes | Personnel, supplier veyaçalışanı, üçüncükişi | m. 5/1 | The photo machine was a camera |
| Personal data in our company and for follow-up, control, planning and regulation processes | Processes of follow-up, control, planning, regulation of company transactions | Everyone with knowledge of our company | m. 5/1,m.6,  m. 5/2-ç,m.  5/2-e, m.  5/2-f | Various forms, petitions, application documents, website, ERP  system, e-mail, phone, contract |
| Personal data in our company | Maintenance,  technical support, execution of consultancy procurement processes, ensuring the security of the company's digital systems | Everyone with knowledge of our company | m. 5/1, m.6,  m. 5/2-e, m. 5/2-f | Various forms, petitions, application documents, website, ERP  system, e-mail, phone, contract |
| Name-surname, image information, phonetics, Turkish ID number | Ensuring company security | Visitor | m.5/2-e, m.5/2-f | It was camera, the visitor log system |
| Name, surname, telephone number, e-mail address, address, request, complaint, suggestion | Execution of request, complaint and suggestion processes | Applicant | m.5/2-c,  m.5/2-e, m.5/2-f | Email, phone, verbal, website |

1. **Transfer of Personal Data**

Your processed personal data can be transferred for the above purposes and within the framework of the conditions determined by the KVKK:

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| **Transfer Purpose** | **Recipient Groups to be transferred** |
| Execution of financial processes | Relevant bank, accounting firm, authorized public institutions and organizations |
| Execution of accounting processes | Relevant bank, accounting firm, authorized public institutions and organizations |
| Performance of contractual obligations | Related persons in connection with the contract, who are entitled by the contract |
| Execution of communication processes | Customer, supplier officer, authorized public institutions and organization |
| Execution of legal processes | Authorized public institutions and organizations, contracted law firm, mediation office |
| Candidate assessment and placement processes | Authorized public institutions and organizations, consultancy firm, reference specified by the candidate, |
| Running advertisement, promotion and campaign processes | Open to everyone, supplier company |
| Fulfillment of legal obligations | Authorized public institutions and organizations, relevant audit firm, |
| Ensuring company security | Authorized public institutions and organizations |
| Ensuring the security of the Company's digital systems by obtaining maintenance, repair, technical support and consultancy | Relevant supplier company |
| Follow-up, control, planning, regulation of company transactions | Solution / Business Partners |
| Execution of request, complaint and suggestion processes | The person / company concerned with the request, complaint, suggestio |

1. **Method and Legal Reason for Personal Data Collection**

Your personal data are collected and processed within the scope of the above-mentioned collection methods and legal reasons.

1. **Storage and Destruction of Personal Data**

The Company stores personal data proportionately for the purpose of processing personal data. Personal data is stored until the period required by the relevant legislation in case the purpose and / or reason of processing is no longer valid. The destruction and anonymization of personal data in the processes required by our training services will be carried out within the framework of the legal legislation to which it is bound..

1. **Rights of the Related Person**

Each relevant person has the following rights in accordance with Article 11 of the KVKK:

1. Learning whether personal data is processed or not,
2. Requesting information if personal data has been processed,
3. Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
4. To know the third parties in the country or abroad to whom personal data are transferred,
5. Request rectification in case personal data are processed incompletely or inaccurately and request notification of third parties to whom personal data are transferred,
6. To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, even though it has been processed in accordance with the provisions of the KVKK and other relevant laws, and to request that the transaction made within this scope be notified to third parties to whom personal data has been transferred,
7. o object to the emergence of a result against the person herself by analyzing the processed data exclusively through automated systems,
8. To request the compensation of the damage in case of damage due to the illegal processing of personal data.

The person concerned can submit their requests regarding these rights to our Company in accordance with the Communiqué on Application Procedures and Principles to the Data Officer. The requests of the person concerned will be evaluated and resolved free of charge as soon as possible and ultimately within thirty (30) days at the latest. In case the evaluation and decision-making process also requires a cost, the fee in the tariff determined by the Personal Data Protection Board will be taken as basis.

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