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KAYTELSAN METAL İNŞAAT NAKLİYE SAN. VE TİC. LTD. ŞTİ.

INFROMATION NOTE UNDER THE LAW NO.6698 ON THE PROTECTION OF PERSONAL DATA

KAYTELSAN METAL İNŞAAT NAKLİYE SAN. VE TİC. LTD. ŞTİ. takes all kinds of technical and legal measures in accordance with the Personal Data Protection Law No. 6698 ("PDPL") in order to protect your personal data processed within the scope of the activities it carries out. Related persons; Detailed information regarding the personal data categories processed, the legal reasons for the processing of personal data, the data transferred to third parties and the rights of this transfer and the rights under the PDPL and GDPR can be found in the following information note.

I. Data Supervisor

| KAYTELSAN METAL İNŞAAT NAKLİYE SAN. VE TİC. LTD. ŞTİ. | |
| --- | --- |
| Mersis No | ………… |
| Website | [www.kaytelsan.com.tr](http://www.kaytelsan.com.tr/) |
| Phone Number | +90 352 3214421 |
| E-Mail | [info@kaytelsan.com.tr](mailto:info@kaytelsan.com.tr) |
| Adress | Osb 16. Cad. No:17 Melikgazi / Kayseri / Türkiye |

II. Purposes of Processing Personal Data

Your personal data is processed by Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. as the data controller for the following purposes and in accordance with Articles 5 and 6 of the PDPL:

1. In order to improve, develop and diversify our products and services and to offer alternatives to real/legal persons with whom we have commercial relations,
2. In order to ensure communication and cooperation, ensure coordination, conduct common business areas, determine the needs of our customers and employees, fulfill the obligations related to the contract, continue advertising and marketing activities, ensure customer follow-up, ensure job security and business continuity, by Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti.
3. In order to raise and improve our service standards,
4. In order to determine and implement our commercial business strategies,
5. In order to control the contracts of which Keytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. is a party to be fully executed by Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. and that the other parties have fulfilled the contracts in these contracts.
6. In order to ensure the legal security of real/legal persons who have a commercial relationship with Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti,
7. In order to be able to arrange the commercial books, invoices, bank checks and payrolls to be issued by Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. in accordance with the laws in the legislation,
8. In order to ensure the security of the employees, guests and the buildings belonging to Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. and to control the entrances and exits,
9. In order to evaluate the recruitment processes of employee candidates, to create personal files of employees and to maintain the human resources policies of Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti.
10. In order to increase the morale and motivation, performance level and satisfaction of the personnel working within Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti, to increase their interaction with each other and the company and to ensure their loyalty to the company,
11. In order to execute commercial purchasing transactions of Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti,
12. For the purpose of corporate correspondence of Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti,
13. In order to create statistical data, to record visitor information and to provide feedback in case of visiting our website,
14. In addition to these, for purposes such as performing our necessary quality and standard audits or fulfilling our other obligations determined by laws and regulations.

III. Transfer of Personal Data

The personal data we process are within the framework of the above purposes, taking into account the 8th and 9th articles of the PDPL.

1. To our business partners, for the purpose of fulfilling our commercial activities and ensuring its continuity,
2. To our suppliers with limitaions, for the purpose of providing products and services,
3. To the relevant public institutions and organizations, especially SGK, in order to fulfill the legal obligations stipulated in the laws and to ensure security,
4. In order to meet the social and financial rights of the persons employed within Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti, especially to banks, other private and public legal entities,
5. To legally authorized public institutions and organizations and judicial organs, in line with the demands of the relevant public institutions and organizations and limited to the purposes of the request,
6. To the companies that we receive service to carry out social and cultural events such as gatherings, conference, etc.
7. Within the scope of occupational health and safety measures, the health information of the employees can be transferred to the relevant institutions and insurance companies in order to enable them to work in a healthy work environment.

IV. Method and Legal Reason for Collecting Personal Data

Your personal data will be collected on behalf of Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. through written or electronic channels submitted by real or legal persons authorized to process data application forms which are collected within the scope of your express consent or personal data processing conditions stipulated in the law. This information is obtained for the purpose of presenting our commercial and administrative activities within the framework of the laws and for Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. to carry out its services, to maintain its commercial life and to fulfill its responsibilities arising from the laws completely and correctly.

V. Rights of the Related Person under PDPL.

Real persons whose personal data are processed within Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti. have the following rights in accordance with Article 11 of the PDPL:

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 or not,
4. Third parties, recipients and recipient categories to whom personal data are or will be transferred domestically or abroad,
5. To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transactions made within this scope to third parties to whom personal data are transferred,
6. In case to request the deletion or destruction of personal data or to stop the said processing activity and to notify the third parties to whom the personal data has been transferred in case the reasons requiring its processing disappear, despite being processed in accordance with the provisions of PDPL and other relevant laws,
7. To object to the emergence of a result against the person herself/himself 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 relevant persons submit their requests regarding these rights to our company Kaytelsan Metal İnşaat Nakliyat San. Ve Tic. Ltd. Şti.'s Osb. 16. Cad. No: 17 Melikgazi / Kayseri with a notice to be taken through a notary public or by personal applications to our company by submitting an identity card. The requests of the person concerned are 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 in the Communiqué on Application Procedures and Principles to the Data Controller is taken as basis. After the relevant persons apply to our company, if they are not satisfied with the response to the application, they can file a complaint with the Personal Data Protection Authority.

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