

## **Protection of Personal Data Clarification Text**

CENDASA TURİZM SAĞLIK TRANSFER VE KURUMSAL HİZMETLER LTD.ŞTİ respects your privacy and attaches importance to your data security. In this context, this text has been prepared in order to inform and enlighten you within the scope of the Personal Data Protection Law No. 6698 ("Law") and other relevant legislation.

### **To inform**

The Law on Protection of Personal Data No. 6698 was adopted on March 24, 2016, and entered into force after being published in the Official Gazette on April 7, 2016. However, according to Article 32 of the Law titled Enforcement, this Law; Articles 8, 9, 11, 13, 14, 15, 16, 17 and 18 came into force as of 7 October 2016.

Law; It has been adopted in order to protect the fundamental rights and freedoms of individuals, especially the privacy of private life, in the processing of personal data, and to regulate the obligations and the procedures and principles to be followed by real and legal persons who process personal data. For this reason, this text is explained in order to fulfill the obligation of disclosure arising from the Law and the "Permission for Protection of Personal Data and Personal Data Sharing" is presented to the information and examination of the visitors.

CENDASA TURİZM SAĞLIK TRANSFER VE KURUMSAL HİZMETLER LTD.ŞTİ accepts, declares and undertakes that it will not sell, rent or make use of your name, e-mail address, work and home address, telephone number and other personal data provided through the forms on this site to third parties.

### **Processing of Your Personal Data**

By processing your personal data, obtaining, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available, of your personal data fully or partially automatically or non-automatically provided that it is a part of any data recording system, All kinds of operations performed on data, such as classification or prevention of use, are meant.

### **Data Controller and Representative**

In accordance with the law, your personal data; as data controller, by CENDASA TURİZM SAĞLIK TRANSFER VE KURUMSAL HİZMETLER LTD.ŞTİ within the scope described in this text. CENDASA TURİZM SAĞLIK TRANSFER VE KURUMSAL HİZMETLER LTD.ŞTİ is responsible for the establishment and management of the data recording system by determining the processing purposes and means of processing the personal data registered in the database. When the Data Controllers Registry is opened, the data controller declares that it will be registered as a registered data controller.

### **Why We Process Your Data**

1. It is necessary for the fulfillment of legal obligations regarding the employee's employment,
2. Necessary for security and confidentiality purposes within the scope of the services offered by the Company,
3. It is necessary to share it with public institutions and organizations that have the legal right to request personal data,
4. Organizations such as meetings, training and seminars to be held within the company,

5. Notifications, reports and analyzes to be made to the companies that the company provides services,
6. Various SSI and human resources practices,
7. Payment and similar applications,
8. Emergency medical interventions,
9. Cases in which the processing of sensitive personal data is expressly permitted by law.

**Your Personal Data may be processed by CENDASA TURİZM SAĞLIK TRANSFER VE KURUMSAL HİZMETLER LTD.ŞTİ as Data Controller, without seeking your explicit consent in the following cases:**

- It is compulsory for the protection of the life or physical integrity of the person or another person, who is unable to express his consent due to actual impossibility or whose consent is not legally valid,
- It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the performance of the contract,
- It is mandatory to fulfill our legal obligations as a data controller,
- The person concerned has been made public by himself,
- Data processing is mandatory for the establishment, exercise or protection of a right,
- Provided that it does not harm the fundamental rights and freedoms of the data subject, data processing is mandatory for the legitimate interests of the data controller, and it can be used for the purposes we will specify below, based on any of the conditions.

#### **To Whom and For What Purpose the Processed Personal Data Can Be Transferred**

1. It can be kept, processed, used and transferred by the Company or the data processor appointed by the Company in the common database established by the Company with the companies we serve and facility managements in the country,
2. Personal data and sensitive personal data may also be transferred to other group companies, affiliated companies and affiliates owned and/or owned by the Company, and that personal data and sensitive personal data can also be kept, processed, used and transferred by these companies,
3. For all these purposes, the Company may contact him via telephone, SMS, e-mail and other communication methods,
4. Personal data and sensitive personal data, even if the employment contract is terminated for any reason, in order for the Company to fulfill its legal obligations, for the period stipulated by the law or required by the data processing purpose, or for any period where the Company's legitimate interest is in question. will be stored without being bound by

#### **Method and Legal Reason for Personal Data Collection**

Your personal data is collected by our Company through different channels and based on different legal reasons to carry out our commercial activities. Your personal data collected for this legal reason can also be processed and transferred for the purposes specified in articles (b) and (c) of this text within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the Personal Data Protection Law.

**If you submit your requests regarding the rights of the Personal Data Owner listed in Article 11 of the Personal Data Protection Law and your rights as Personal Data Owners to our Company through the methods set out below in this Clarification Text, our Company will conclude the request free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. However, if a fee is stipulated by the Personal Data Protection Board, the fee in the tariff determined by our Company will be charged. In this context, personal data owners;**

- Learning whether personal data is processed or not,
- If personal data has been processed, requesting information about it,
- To learn the purpose of processing personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred in the country or abroad,
- Requesting correction of personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing cease to exist, despite the fact that it has been processed in accordance with the provisions of the Personal Data Protection Law and other relevant laws, and requesting the notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- It has the right to demand the compensation of the damage in case of loss due to unlawful processing of personal data.

Pursuant to paragraph 1 of Article 13 of the Personal Data Protection Law, you may submit your request regarding the exercise of your above-mentioned rights to our Company in writing or by other methods determined by the Personal Data Protection Board. Since the Personal Data Protection Board has not determined any method at this stage, you must submit your application to our Company in writing in accordance with the Personal Data Protection Law. In this context, the channels and procedures through which you will submit your application in writing to our Company within the scope of Article 11 of the Personal Data Protection Law are explained below.

In order to exercise your above-mentioned rights, your request containing the necessary information identifying your identity and your explanations about your right that you request to exercise from the rights specified in Article 11 of the Personal Data Protection Law, by filling out the form, and a signed copy of the form to Hasanpaşa Mah. Sarayardı Cad. You can personally submit your identity documents to Cemhan Doğan İş Merkezi No:100/16 Kadıköy/İSTANBUL address, send it via a notary public or other methods specified in the Personal Data Protection Law, or send the relevant form to [cendasa@cendasa.com.tr](mailto:cendasa@cendasa.com.tr) with secure electronic signature. .