



**MAKTEL MAKINA VE TEL SANAYI A.S.
CUSTOMER/LEAD**

CLARIFICATION TEXT FOR PROTECTION AND PROCESSING OF PERSONAL DATA

This “Clarification Text for Customer-Lead” is prepared for the purpose of fulfilling the obligation for clarification with respect to the processing of your personal data by the data controller Maktel Makina Ve Tel Sanayi A.S. (“**Company**” or “**Maktel**”) with its identification specified below pursuant to the Article 10 of the Personal Data Protection Law No. 6698 (“**Law**”) and the Communiqué on Procedures and Principles to be Followed in Fulfillment of the Obligation for Clarification.

1. Purpose and Identity of the Data Controller

Your personal data may be processed by Maktel, located at the address of Buyukbakkalkoy Mah. Maltepe Cad.No:7 Maltepe / ISTANBUL, in its capacity of data controller, within the scope described below by protecting the accuracy and up-to-dateness of the personal data by automatic or non-automatic methods as received by us within the framework of the purposes listed below and in connection with, as limited to and to the extent of these purposes in accordance with the Law.

2. Purposes of Processing Personal Data

Your personal data that you have shared with the Company in the sale of goods or services within the scope of our Company's operations or collected by the Company by automatic or non-automatic methods may be processed by the Company by automatic or non-automatic methods within the scope of, but not limited to, the purposes of performing payment transactions and collecting payments, resolving disputes that may arise within this scope, conducting and auditing company operations, promoting and marketing products and services, evaluating the requests and complaints in terms of ensuring customer satisfaction, communicating with the Customer/Lead within the scope of communication operations, developing the products and services, taking necessary measures for the safe usage of the website, ensuring the safe execution of transactions including payment, detecting activities that constitute fraud, constitute a security breach or are suspicious or illegal and preventing these unlawful activities, carrying out company operations in accordance with the legislation, meeting the requests from the competent authorities, fulfilling the obligations within the scope of the legislation, in accordance with the basic principles stipulated in the Law and within the personal data processing conditions specified in the Articles 5 and 6 of the Law.

Furthermore, within your explicit consent, it shall be processed for direct marketing, online behavioral advertising and location-based advertising purposes based on the information you have shared with the Company, as well as the information obtained by using tracking technologies (cookies, web markers, etc.), and the information obtained by tracking the behavior of third parties such as pages viewed, links clicked and advertisements, and the details are clarified in the Cookie Policy at <http://www.maktel.com.tr/tr/gizlilik-ve-sartlar/kvkk-politikalari>.

The personal data processed under this Clarification Text and the processing purposes and the personal data categories are clarified in detail in the following table.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Purpose of Processing Personal Data	Conducting Operations in accordance with the Legislation, Following and Conducting Legal Affairs, Conducting Communication Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods/Services Sales Processes, Conducting Contract Processes, Conducting Products/Services Marketing Processes, Conducting After-Sale Service Processes

Personal Data Category	Contact Details Phone number, residential address, e-mail address
Purpose of Processing Personal Data	Conducting Operations in accordance with the Legislation, Following and Conducting Legal Affairs, Conducting Communication Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods/Services Sales Processes, Conducting Contract Processes, Conducting Products/Services Marketing Processes, Conducting Financing and Accounting Affairs, Conducting Logistic Operations, Conducting Goods / Services After-Sale Support Services, Following up Requests / Complaints



Personal Data Category	Customer Transaction Order Details, Demand Details, Invoice, Cheque and Note Details etc.
Purpose of Processing Personal Data	Conducting Operations in accordance with the Legislation, Following and Conducting Legal Affairs, Conducting Communication Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods/Services Sales Processes, Conducting Contract Processes, Conducting Products/Services Marketing Processes, Conducting Financing and Accounting Affairs, Conducting Logistic Operations, Conducting Goods / Services After-Sale Support Services, Following up Requests / Complaints

Personal Data Category	Finance Card details, IBAN, customer number, payment details
Purpose of Processing Personal Data	Conducting Goods/Services Sales Processes, Conducting Contract Processes, Conducting Financing and Accounting Affairs, Conducting Logistic Operations, Conducting Goods / Services After-Sale Support Services

3. Parties to whom Your Personal Data is transferred and Purposes of Transfer

Your personal data collected and, if you share, your sensitive personal data may be transferred by the Company to the foreign countries where the servers are located, within the scope of the purposes specified in Article 2 of this "Clarification Text" and based on the condition of explicit consent, if the infrastructure servers of the electronic systems used are abroad in accordance with the basic principles stipulated in the Law No. 6698 and within the conditions specified in the Articles 8 and 9 of the Law.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Domestic transfer	Real persons or private legal entities, authorized public institutions and organizations
Overseas transfer	No overseas transfer.

Personal Data Category	Contact Details Phone number, residential address, e-mail address
Domestic transfer	Real persons or private legal entities, authorized public institutions and organizations
Overseas transfer	No overseas transfer.

Personal Data Category	Customer Transaction Order Details, Demand Details, Invoice, Cheque and Note Details etc.
Domestic transfer	Authorized public institutions and organizations, real persons or private legal entities
Overseas transfer	No overseas transfer

Personal Data Category	Finance Card details, IBAN, customer number, payment details
Domestic transfer	Natural persons or private legal entities, shareholders, authorized public institutions and organizations
Overseas transfer	No overseas transfer

4. Collection Method of and Legal Reason for Your Personal Data

Your personal data is obtained and processed by Maktel based on the conditions set forth in the Articles 5 and 6 of the Law and within the scope of your explicit consent in the absence of one of these conditions.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Collection Method	It is shared by the customer from the time of commencement of the customer transactions.



Legal Reason	PDPL Article 5/2-c- Establishment and performance of the Sales Contract.
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Personal Data Category	Contact Details Phone number, residential address, e-mail address
Collection Method	It is shared by the customer from the time of commencement of the customer transactions.
Legal Reason	PDPL Article 5/2-c- Establishment and performance of the Sales Contract.

Personal Data Category	Finance Card details, IBAN, customer number, payment details
Collection Method	It is shared by the customer within the scope of the performance of the contracts.
Legal Reason	PDPL Article 5/2-c- Establishment and performance of the Sales Contract.

Personal Data Category	Customer Transaction Order Details, Demand Details, Invoice, Cheque and Note Details etc.
Collection Method	It is shared by the customer within the scope of the performance of the contracts.
Legal Reason	PDPL Article 5/2-ç- Supply of the customer demands and establishment of the right.

5. Rights You Have as a Personal Data Owner and Exercise of These Rights

Pursuant to the Article 11 of the Law, we notify that you, as the data owners, have the following rights without prejudice to the exceptions regulated in the Article of the Law:

- To learn whether the personal data has been processed or not,
- To request relevant information if your personal data has been processed,
- To learn the purpose of processing your personal data and whether your personal data is used as suitable for the purpose,
- To know the third persons to whom the personal data has been transferred in the country or in abroad,
- To request the correction of the personal data if the personal data has been processed deficiently or incorrectly and to request the notification of the procedure that is performed within this scope to the third persons to whom the personal data has been transferred,
- To request the deletion or destruction of the personal data if the reasons requiring the processing of the personal data disappear although the personal data has been processed in compliance with the provisions of the Personal Data Protection Law and the other relevant law provisions and to request the notification of the procedures performed within this scope to the third persons to whom the personal data has been transferred,
- To object to the occurrence of a result against you by analyzing the processed personal data exclusively via automatic systems,
- To request the elimination of the damage if you are exposed to damage due to the processing of your personal data in contrary to the Law.

With regard to your requests for your rights listed above, you can forward your request petition that contains the minimum requirements set forth in the Communiqué on Procedures and Principles for Application to Data Controller as written and wet-signed to the address of Buyukbakkalkoy Mah. Maltepe Cad. No: 7 Maltepe / ISTANBUL where the registered office of the Company is located by hand, send it via notary public, send as electronically signed via KEP address maktelmakina@hs03.kep.tr or forward it to our Company via the e-mail address kvkk@maktel.com.tr in the case that your e-mail address is registered in our Company's systems.