

## **ÇAYIR ÇİMEN VACATION HOMES CLARIFICATION TEXT ON PROCESSING OF PERSONAL DATA**

This clarification is made pursuant to Article 10 of the Personal Data Protection Law No. 6698 and due to legal obligation.

As Çayır Çimen Vacation Homes (*Köseođlu Ada Construction Commitment Tourism and Petroleum Industry and Trade co.*) - (Company), we indicate maximum sensitivity about the protection of your personal data. With this sense of responsibility, including those who benefit from our products and services as a Company; we attach great importance to the processing and maintenance of all personal data of all persons associated with the Company in accordance with the regulations introduced by the Law No. 6698 on Personal Data Protection (KVK Law). Due to this responsibility, we are deliberately processing your personal data in the capacity of Data Controller, which is consciously imposed by the relevant law, as explained below and within the mandatory provisions of the legislation.

### **A - COLLECTION, PROCESSING OF PERSONAL DATA**

Although your personal data may vary depending on the service, product or commercial activity provided by our Company; It can be collected verbally, in writing or electronically by automated or non-automated methods, offices, branches, call center, website, social media channels, mobile applications and similar means. Your personal data will be processed by creating and updating as long as you benefit from the products and services of our company.

In addition, when you use our call center or website with the intention of using the Company services, when you visit our Company or our website, any organization organized by our Company, etc. your personal data such as contact form, e-newsletter, address, phone, e-mail during reservation form can be processed when you participate in the events.

Your collected personal data;

- Necessary studies to benefit you from the products and services offered by our company are carried out by our relevant units,
- The products and services offered by our company are customized and recommended to you according to your likes, usage habits and needs
- Ensuring the legal and commercial security of our company and those who have business transaction relations with our Company  
(Administrative operations about communication carried out by our company, ensuring the physical security and control of the locations of the Company, business partner / customer / supplier (authorized or employees) evaluation processes, legal adaptation process, financial affairs etc.)
- It will be processed within the personal data processing conditions and purposes set out in Articles 5 and 6 of the KVK Law in order to determine and implement our company's commercial and business strategies and to ensure the execution of our Company's human resources policies.

This personal data will be used for the purpose of providing services, increasing the current service quality, reporting our company's sales and marketing activities, ensuring information security, fulfilling legal and information obligations regarding our company's activities. Your personal data will not be used for any other purpose without your explicit consent.

#### **B- TO WHOM AND FOR WHAT PURPOSE THE PROCESSED PERSONAL DATA CAN BE TRANSFERRED**

The necessary work to benefit you from the products and services offered by our company is done by our business units, and the products and services offered by our company are customized and recommended according to your likes, usage habits and needs, ensuring the legal and commercial security of our company and those who have a business relationship with our company, and to determine our business strategies and execute the human resources policies of our Company, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVK Law, your collected personal data; can transfer to our business partners, suppliers, shareholders, legally authorized public institutions and private persons.

#### **C- PROCEDURE AND LEGAL REASON OF PERSONAL DATA COLLECTION**

Your personal data for various purposes, including cooperated institutions and organizations, government agencies and other third parties, which are fully or partially automated in any verbal and written or electronic environment, or non-automated as part of any data recording system, is obtained by our company in order to be able to offer products and services within the legal framework determined and to fulfill our Company's contractual and legal obligations completely and accurately.

Your personal data collected for this legal reason can be processed and transferred for purposes specified in the articles (1) and (2) of this text, as well as within the scope of personal data processing conditions and purposes specified in Articles 5 and 6 of the KVK Law.

#### **D- RIGHTS OF PERSONAL DATA OWNERS**

As personal data holders, if you submit your requests regarding your rights to our Company by means of the methods set out in Article 11 of the KVK Law as explained in this Clarification Text and clearly stated below, our Company will conclude the request free of charge within thirty days at the latest. However, if a fee is stipulated by the Personal Data Protection Board, the fee determined by our Company will be charged.

In this context, personal data holders have the right to question the following Articles about themselves by applying to the Data Responsible Company:

- Learning whether personal data is processed,
- Requesting information about personal data, if its processed,

- Learning the purpose of processing personal data and whether they are used in accordance with its purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- Requesting correction of personal data if it is incomplete or incorrectly processed,
- Requesting the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of KVK,
- Requesting notification of transactions made in accordance with paragraphs (d) and (e) of Article 11 of the KVK to third parties to whom personal data are transferred,
- To object to the emergence of a result against the person by analyzing the processed data exclusively through automated systems,
- Requesting the removal of the damage in case the personal data is damaged due to unlawful processing.

Pursuant to paragraph 1 of Article 13 of the KVK Law, you can forward your request regarding the exercise of your rights mentioned above to our Company in written or 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 in writing to our Company in accordance with the KVK Law. In this context, the channels and procedures to which you will submit your application in writing within the scope of Article 11 of the KVK Law are explained below.

With the necessary documents to identify your identity and use your rights mentioned above, by writing your request containing your explanations regarding the right you want to use from the rights stated in Article 11 of the KVK Law, you can send a signed copy of the form (which is obtained from at <http://www.cayircimenevleri.com/> web adresse) to our business address. Our Business Address: **Soguksu Mah. Durak Sok. No: 27/9 Kırkpınar - Sapanca / Sakarya**. In addition, you can personally hand in your documents and identify your identity, send them via notary or other methods specified in the KVK Law, or you can send the relevant form to [info@cayircimenevleri.com](mailto:info@cayircimenevleri.com) with a secure electronic signature.