

YASSIKAYA Law Firm

Clarification Text on the Processing of Personal Data

The extent to which your personal data can be processed by YASSIKAYA Law Firm as a "Data Controller" is explained below. Your personal data is processed by the Data Controller within the framework described below and in accordance with the Law on the Protection of Personal Data No. 6698 (referred to as the "Law") all the time.

YASSIKAYA Law Firm (referred to as "YASSIKAYA") displays maximum sensitivity to the security of personal data. The extent to which your personal data can be processed by YASSIKAYA is explained below in detail.

1. Collection Methods of Personal Data and Cause of Action

Collection methods of personal data and cause of action:

Your personal data is collected by YASSIKAYA in physical or electronic environment upon your declarations and within the framework of the relations between YASSIKAYA and you. In this context, your personal data is collected through the databases of various institutions and organizations, depending on the service provided by YASSIKAYA, to the extent permitted by the relevant legislation and agreements and within the limits drawn, with your consent when legally required.

At the same time, YASSIKAYA obtains the personal data of the applicants when the applicants send their CVs to the e-mail address "info@yassikayahukuk.com" with their own explicit consent, fill out the "Job Application Form" on "yassikayahukuk.com", and answer the questions asked during the interview with their own consent or by methods of viewing resumes provided by human resources software programs (such as Kariyer.net, LinkedIn, etc.) that provide job posting and candidate pool services.

Your personal data collected through these methods are processed in accordance with the principles of certainty, clarity and proportionality within the scope of the personal data processing conditions and purposes specified in Articles 4, 5 and 6 of the Law No. 6698 - especially the paragraphs "c" and "ç" of article 4 and in accordance with principles "c) Processing for specific, clear and legitimate purposes" and "ç) Being connected, limited and proportionate to the purpose for which they are processed".

2. Purposes of Processing Personal Data

As YASSIKAYA, personal data may be processed for the purposes below:

- a. Providing the requested services,
- b. Planning both legal and business strategies,
- c. Evaluation of candidates in recruitment processes,
- d. Creation and storage of personal files after the recruitment process,
- e. Providing information to the Authorized Court, Enforcement Office, relevant institutions and/or organizations,
- f. Giving information about developments in the field of law and legal legislation updates,
- g. Execution of contract processes and determination and control of the signatory powers of the parties signing the relevant documents,
- h. Registration of the identity, address, tax number and other information required for the identification of the owners and persons concerned of all kinds of business and transactions, and their arrangement on paper or electronically,
- i. Managing client relations,

- j. Execution of mediation processes and determination and control of the signatory powers of the parties signing the relevant documents,
- k. Performing training activities and recording audio and video with explicit consent,
- l. Execution of alternative dispute resolution methods processes and determination and control of the signatory powers of the parties signing the relevant documents,
- m. Establishment and/or performance of a legal consultancy contract,
- n. Execution of information security process,
- o. Client meetings held in our law firm, consultancy proposals, preparation of legal reports and examination of offers submitted for other legal services,

3. To Whom Personal Data Can Be Transferred and For What Purposes

Your personal data collected by YASSIKAYA, within the scope of the personal data processing conditions specified in the 5th and 6th articles of the Law on the Protection of Personal Data No. 6698 and limited to the purposes specified in this document, in line with the issues stipulated in the 8th and 9th articles of the Law on the Protection of Personal Data will be able to be transferred to third persons and institutions at the hometown and abroad.

These persons and institutions are YASSIKAYA's business and solution partners, consultants, affiliated and authorized lawyers, authorized courts and/or enforcement offices and public institutions and organizations. In addition, your data is provided by YASSIKAYA directly or indirectly to third parties abroad from whom it receives or plans to receive consultancy, support or legal services, third parties from which it receives or plans to receive consultancy support or service in other matters, legally authorized institutions and organizations within the framework of the personal data processing conditions and purposes specified. can be transferred. All measures regarding the transfer of this data are taken by YASSIKAYA. In addition, a commitment is taken that the third parties who transfer data also take the necessary technical and administrative measures.

The data can be transferred to data processing infrastructures, cloud computing systems in order to realize the purposes of this text, by taking the necessary security and legal measures within the scope of Articles 5 and 6 of the Law on the Protection of Personal Data, and can be archived in electronic or physical environments in order to fulfill legal obligations.

4. Storage, Archiving and Disposal of Data

YASSIKAYA receives and holds certain documents within the scope of its activities. YASSIKAYA has an obligation to keep it for 3 (three) years in terms of the documents it holds, pursuant to Article 39 of the Legal Practitioners Act No. 1136. However, if YASSIKAYA has a notification for the withdrawal of any document, the 3 (three) year retention obligation for this document changes to 3 (three) months from the date of notification.

YASSIKAYA performs the activities of accessing, collecting, processing, transferring, storing and archiving various personal data, due to the personal data contained in the documents it receives, holds and is obliged to keep.

In the event that YASSIKAYA's storage obligation is terminated, the physical documents and personal data related to these documents will be destroyed by deletion, including the documents available in the electronic environment and personal data related to these documents, permanent and external drives, shredding machines for consumable materials such as paper and CD.

5. Rights of Data Owners and Use of These Rights

Your personal data may be collected in all kinds of written, verbal and electronic media, in line with the purposes specified under the heading 2 of this Clarification Text. Your personal data collected through these methods, within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the Law No. 6698, might also be processed and transferred for the purposes specified in (b), (c) and (d) clauses under the heading 2 of this Clarification Text.

As personal data owners, if you submit your requests regarding your rights stated below to YASSIKAYA through the methods specified in detail under the heading "Exercise of Rights by Data Owners" No. 7, your requests will be evaluated and finalized by YASSIKAYA as soon as possible and in any case within 30 (thirty) days.

6. Rights of Personal Data Owners Given in Article 11 of the Law on Protection of Personal Data

- a. Learning whether your personal data is processed,
- b. If your personal data has been processed, requesting information about it,
- c. To learn the purpose of processing your personal data and whether they are used in accordance with the purpose,
- d. Knowing the third parties to whom your personal data is transferred, in the country or abroad, to.
- e. Requesting correction of your 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,
- f. Requesting the deletion or destruction of your personal data in the event that the reasons requiring its processing cease to exist even though it has been processed in accordance with the provisions of the law and other relevant laws, and requesting that the transaction carried out within this scope be notified to the third parties to whom the personal data has been transferred,
- g. Objecting to the emergence of a result against the person himself by analyzing your processed data exclusively through automated systems,
- h. Requesting the compensation of the damage in case of loss due to unlawful processing of your personal data.

7. Usage of Rights by Data Owners

Requests regarding the above-mentioned rights can be sent to YASSIKAYA in accordance with Article 5 of the "Statement on Application Procedures and Principles to Data Controller," in written form or by registered electronic mail (REM) address, secure electronic signature, mobile signature or by using the e-mail address previously notified to YASSIKAYA by the requester and registered in YASSIKAYA's system to send to "info@yassikayahukuk.com" e-mail address or sending to YASSIKAYA through a software or application developed for appeal purposes.

In the application regarding the request;

- a. Name, surname and signature if the application is written,
- b. For citizens of the Republic of Turkey, the identification number; for foreigners, nationality, passport number or identification number, if any,
- c. Residency or workplace address for notification,
- d. If available, the e-mail address, telephone and fax number for notification,
- e. The subject of the demand

must be present. At the same time, information and documents related to the application subject are attached to the application.

In written applications, the date on which the document is notified to the data controller or its representative is the application date. For applications made by other methods, the date on which the application reaches the data controller is the application date.

Requests regarding the rights of the personal data owner listed in Article 11 of the Law on the Protection of Personal Data will be evaluated and concluded free of charge by YASSIKAYA as soon as possible and in any case within 30 (thirty) days. In cases where the conclusion of the aforementioned requests also demands a fee, YASSIKAYA may charge the applicant for the fee in the tariff determined by the Personal Data Protection Authority.

YASSIKAYA has the right to make changes in this Clarification Text due to changes that may occur in the Law and related legislation, changes that may be determined by the Personal Data Protection Authority, or new methods or regulations.

The personal data processed by YASSIKAYA will be kept during the legal retention period or as required by the processing purpose, and will continue to be used by YASSIKAYA after being anonymized at the end of the period required by the processing purpose, or will be destroyed in accordance with the relevant procedure that the Law and relevant legislation state.