

# **DISCLOSURE TEXT OF VISITORS**

## **INTRODUCTION**

Here at CFN Kimya San. ve Dış Tic. A.Ş. (“**CFN Kimya**” or “**Company**”) as an EPS production company, we take the utmost care when it comes to the security of your personal data.

Pursuant to the Protection of Personal Data Law 6698 (“**PPD Law**”) and the relevant legislation, our Company, as the Data Controller, may process your personal data in accordance with the legislation and for the informative and other purposes set forth hereunder. This information and Disclosure Text has been drawn up in accordance with the PPD Law.

## **1. DATA COLLECTION METHOD AND LEGAL PURPOSE**

### **Purposes for Collecting and Processing Personal Data**

Your personal data may be collected and processed in connection with the purpose of our Company, but not limited to:

- a.** Your personal data, provided during registration, providing entrance card, monitoring with security cameras, and monitoring of entrances and exits of the visitors' vehicles for ensuring the security of our Company and provided by you to access the internet service provided by our Company to its visitors upon request, may be transferred for management of the access records and fulfillment of our regulatory obligations, provided to be limited to the personal data processing requirements.
- b.** In the direction of the legitimate interest, the visitor registry that is filled in the reception section and the name-surname information of the visitors include identity information, phone, e-mail and address, contact information, car license plate information for parking registration, personal information for other information such as signature and visitor information.
- c.** Your personal data may be processed within the personal data processing conditions and purposes specified in Articles 5 and 6 of the PPD Law.

CFN Kimya will not go beyond this purpose and basis in terms of processing Personal Data belonging to Visitors.

## **2. TO WHOM AND FOR WHAT PURPOSES PROCESSED PERSONAL DATA CAN BE TRANSFERRED**

- a.** Your collected personal data may be transferred to public/private institutions and organizations authorized by law.
- b.** Your collected personal data may be transferred within the framework of personal data processing conditions and purposes specified in Articles 8 and 9 of the PPD Law.

Our Company stored the Personal Data it processes correctly and up to date, in line with the methods stipulated in the relevant legislation and Board decisions. Our company will erase or destroy the Personal Data ex officio or upon the request of the person concerned in case the reasons requiring its processing purposes disappear.

### **3. PERSONAL DATA SUBJECT RIGHTS SPECIFIED IN ARTICLE 11 OF THE PPD LAW**

As personal data subjects, we hereby declare that you are entitled to the following rights, set forth under Article 11 of the Law.

- a.** To learn whether your personal data are being processed,
- b.** To request information if your personal data have been processed,
- c.** To learn the purpose of the processing of your personal data and whether they have been used accordingly,
- d.** To learn which third parties domestic or abroad your personal data has been transferred to,
- e.** To request rectification in case your personal data has been processed incompletely or inaccurately and to demand the operations in this regard be reported to third parties your personal data has been transferred to,
- f.** To demand the erasure or destruction of your personal data in case the reasons necessitating the processing have disappeared even though it was processed in accordance with the Law and other relevant provisions and to demand the operations in this regard be reported to third parties your personal data has been transferred to,
- g.** To object the occurrence of any consequence that is to your detriment by means of the analysis of personal data solely through automated systems,
- h.** To demand compensation for the damages.

### **4. APPLICATION PROCEDURE FOR DATA COLLECTOR**

Pursuant to paragraph 1 of Article 13 of the PPD Law and the Communiqué Regarding the Application Procedures and Principles for Data Collector, personal data owners can submit their requests related to their rights above, to our Company personally, through a notary or certified mail to Demirciler Osb Mah. Murat Yıldırım Cad. No: 3/3 Dilovası/Kocaeli or filling the form and electronically by signing the form with a secure electronic signature, mobile signature or registered mail address and forwarding the form to the address [humanrecources@cfnkimya.com](mailto:humanrecources@cfnkimya.com).

If the personal data owner forwards their request to our Company, our Company will finalize the said request within 30 days at most, depending on the nature of the request. If the action the data owner requests necessitate an extra fee, the data owner may need to pay the fee defined in the tariff determined by the Board.

Our Company may accept an application or reject an application by explaining the reason. Our company notifies the answer to the person in writing or electronically. In case the request in the application is accepted, our Company will fulfill its requirement and provide additional information.

In case the application is rejected, the answer is insufficient or the application is not answered in due time; the personal data owner has the right to complain to the Board within thirty and possibly within sixty days from the date of application.

## **5. SCOPE**

This Disclosure Text of Visitors covers the terms and conditions of the CFN Kimya Policy on The Protection and Processing of Personal Data published on the website by CFN Kimya.

## **6. QUESTIONS AND CLAIMS**

If you have any questions or concerns regarding this Disclosure Text of Visitors and its application, you can contact us via **humanresources@cfnkimya.com**.

**CFN KİMYA**  
**SAN. VE DİŞ TİC. A.Ş.**