

CLARIFICATION STATEMENT ON PROTECTION OF PERSONAL DATA PROCESSED IN VISITOR RECEPTION AREAS

This clarification statement aims to inform the relevant persons about their rights regarding their personal data that can be processed by Global Bilgi as the data controller, the purposes of processing such data, the receiver groups they can be transferred to and the method and legal grounds of collecting personal data.

IDENTITY OF THE DATA CONTROLLER

Global Bilgi acts as the data controller under the Personal Data Protection Law No. 6698 (“KVKK”). Our company details are as follows.

Address: Global Bilgi Ümraniye Lokasyonu Saray Mah. Ahmet Tevfik İleri Cad.No: 1 Yılmaz Plaza 2 Umraniye / Istanbul **Website:** <https://www.globalbilgi.com.tr/>

PURPOSE OF PROCESSING YOUR PERSONAL DATA

We process your personal data for the following purposes at the visitor reception areas of our workplace Global Bilgi:

- Ensure the security of our workplaces and visitors,
- Keeping visitor records,
- Identifying entry cards,

in compliance with the basic principles foreseen by the KVKK and pursuant to the personal data processing terms specified in article 5 of the KVKK.

This clarification statement was used as also including Global Bilgi (Rehberlik Hizmetleri Servisi A.Ş.).

YOUR PROCESSED PERSONAL DATA

Personal data refers to data which personally identify you or make you personally identifiable.

Global Bilgi processes your personal data specified in the following table as part of the visitor reception process.

Personal Data Category	Description
Identification Information	Name, Surname, Turkish ID Number / Driving License Number / Passport Number / Identity Certificate Number
Physical Space Security and Audiovisual Records	Video Record
Contact Details	Affiliated Institution
Other	Visit Duration and Visited Person Details About the Visit

YOUR PERSONAL DATA CAN BE TRANSFERRED TO WHOM AND FOR WHAT PURPOSE

We transfer the personal data we process to our suppliers that provide us security and reception desk services and to Turkcell group companies as required by our legitimate interests and share them with institutions and organizations authorized to request them, pursuant to our legal obligations, and we do not transfer your personal data to any other third party.

METHODS AND LEGAL GROUNDS OF COLLECTING PERSONAL DATA

We collect your personal data in the context of the legitimate interests of our company;

- When you submit your identity certificate to us, so that we can provide an entry card to you in our visitor reception areas,
- We collect your video recording personal data automatically through devices located in such areas,
- When you verbally provide us other information regarding your affiliated institution and your visit.

Your collected personal data is processed because data processing is mandatory for the legitimate interests of our Company under article 5 of the KVKK.



YOUR RIGHTS PURSUANT TO ARTICLE 11 OF THE KVKK

You have the following rights pursuant to article 11 of the KVKK regarding the processing of your personal data by our Company:

- Learn whether or not your personal data are processed,
- Request relevant information if your personal data was processed,
- Learn about the purpose of processing of your personal data and whether or not they are used in accordance with such purpose,
- Learn the local and international third parties to whom your personal data is transferred,
- If your personal data was processed incompletely or incorrectly, request correction thereof and request that such transaction is notified to the third persons to which personal data was transferred,
- Request that your personal data be erased or destroyed and request that such transaction is notified to the third persons to which your personal data was transferred, if the reasons requiring the processing of your data disappear despite being processed in accordance with the KVKK and other legal provisions,
- Objecting to any result with a negative impact on you as a result of analysis of your processed personal data solely by automatic systems,
- Request compensation of any loss suffered by you as a result of illegal processing of your personal data.

You may send your requests regarding these rights to Global Bilgi through a warning issued by a public notary or in writing to the e-mail address globalbilgi@hs03.kep.tr of our company. In such case, we will evaluate and decide on your requests free-of-charge as soon as possible and in any case within no later than thirty (30) days. If the evaluation and decision transaction incur a separate cost, the fee in the tariff determined by the Personal Data Protection Board shall apply.

Please examine the Global Bilgi Personal Data Protection Policy at <https://www.globalbilgi.com.tr/biz-kimiz/Sayfalar/politikalarimiz.aspx> for further information on the personal data that can be processed by our company as the data controller, the purposes of processing such data, potential receivers thereof, the collection method and the legal grounds and your rights regarding such personal data.