

INFORMATION NOTICE REGARDING THE PROTECTION OF PERSONAL DATA PROCESSED AT VISITOR RECEPTION AREAS

This information notice has been issued by Global Bilgi Pazarlama Danismanlik ve Cagri Servisi Hizmetleri A.S. (hereinafter referred to as "Global Bilgi"), which acts in the capacity of data controller under Article 10 of the Personal Data Protection Law No. 6698 ("Law") and the Communique Regarding the Procedures and Principles on Compliance with the Obligation

Personal data collected and processed by Global Bilgi is protected by Global Bilgi. Global Bilgi takes the necessary technical and administrative measures, using its technological and infrastructural capabilities, to ensure the secure storage and lawful processing of personal data within the framework of the Law and applicable legislation.

Personal data is processed by Global Bilgi in accordance with the Law and applicable legislation. Individuals whose personal data is processed under the law may review the following notice to obtain information about the personal data processed by Global Bilgi in its capacity as data controller, the purposes of processing, the recipient groups to which it is transferred, the method of collection, the legal basis, and their rights regarding such personal data.

I. WHAT ARE YOUR PERSONAL DATA?

Personal data refers to information that identifies you or makes you identifiable. The categories of personal data that Global Bilgi may process are specified in the table below:

Personal Data Category	Description
Identification Information	Name, surname, T.R. Identification Number / Driving Licence Number / Passport Number / Identity Document Number
Physical Premises Security and Visual and Audio Recordings	Image Records
Contact Information	Employing Organisation
Other	Information Regarding the Visit Duration and the Person Visited

II. PURPOSES OF PROCESSING PERSONAL DATA, METHOD OF COLLECTION AND LEGAL GROUNDS

At visitor acceptance areas of Global Bilgi's premises, we process your personal data for the purpose of:

- Ensuring the security of our offices and visitors,
- Keeping visitor records,
- Defining entrance card

in accordance with the fundamental principles under the PDPL and in compliance with the personal data processing conditions specified under Paragraph 2, Article 5 of the PDPL. Global Bilgi processes your personal data in accordance with the general principles set out in Article 4 of the Law, ensuring that such processing is lawful, fair, and transparent, and limited to what is necessary for the purposes for which it is processed.

We collect your personal data relating to image recording automatically via our camera systems located at the front and surroundings of our workplace buildings, lift entrances, covered car park, kitchen areas on each floor, emergency exit routes, office interiors, and work areas.

Your personal data collected automatically via camera systems located in the areas specified above is processed in accordance with Article 5 of the PDPL, as data processing is necessary for the legitimate interests of our company.

We process your identity information, contact details and other data specified in the table by non-automated

means, as required by Article 5 of the Personal Data Protection Law, for the legitimate interests of our company.

III. TRANSFER OF PERSONAL DATA

We transfer the personal data we process to our suppliers providing security and reception desk services and to Turkcell group companies listed at <https://www.turkcell.com.tr/tr/hakkimizda/genel-bakis/istiraklerimiz> for legitimate reasons, and we share it with authorised institutions and organisations upon request in accordance with our legal obligations, and we do not transfer your personal data to third parties other than those mentioned above.

IV. YOUR RIGHTS REGARDING THE PROTECTION OF PERSONAL DATA

Pursuant to Article 11 of the Law, you may submit an application to Global Bilgi with methods specified in "Contact" section of this Information Notice and exercise your right to:

- get information as to whether your personal information is processed or not;
- get information if your personal information is processed;
- get information on the purpose of processing your personal information and as to whether it was used in accordance with the purpose;
- get information on local and foreign third parties who were transferred personal data;
- request correction if personal data were processed inaccurately or incompletely;
- request deletion or destruction of Personal Data in accordance with Article 7 of the Law;
- request that the third parties to whom your personal data is transferred be informed of any actions taken in accordance with your rights to rectification, erasure and destruction as outlined above,
- file objection against unfavourable results obtained through analysis of your personal information using automatic systems only;
- claim compensation of losses and damages that may arise from illegal processing of your personal information.

. CONTACT

You may submit your inquiries regarding implementation of the Law and your questions about your personal data to Global Bilgi in writing by sending a mail to

- Asmalı Mescit Mah. Meşrutiyet Cad. No:71 Beyoğlu/İstanbul address or a warning letter via notary public,
- to e-mail address globalbilgi@hs03.kep.tr of our Company. In this case, we will process your inquiries and make a decision free of charge as soon as possible and in any case, latest within thirty (30) days. In case the processing and decision-making incurs an additional cost, the fee specified in the tariff determined by the Personal Data Protection Board shall apply.
- Global Bilgi reserves the right to request additional information and/or documentation to verify your identity in order to ensure data security for applications submitted in writing.

VI. ABOUT THE INFORMATION NOTICE

This Information Notice shall be valid as of the date of its publication by Global Bilgi. Global Bilgi reserves right to modify this Information Notice at any time, if necessary. Any modifications made by Global Bilgi shall take effect immediately upon publication of the Information Notice at the address "<https://globalbilgi.com.tr/politikalarimiz/>".