

**BeTuMar Endüstriyel Deniz Ürünleri Danışmanlığı İthalat ve İhracat A.Ş. (BTMCo)**

**UNDER THE PROTECTION OF PERSONAL DATA LAW NO.6698**

**GENERAL DISCLOSURE TEXT**

BeTuMar Endüstriyel Deniz Ürünleri Danışmanlığı İthalat ve İhracat A.Ş. (BTMCo), we show maximum sensitivity to the security of your personal data. With this awareness, all kinds of personal data belonging to all persons who are directly and / or indirectly related to the Company, including members and / or customers, including those who benefit from our products and services as the Company, Law No. 6698 on the Protection of Personal Data ("KVK Law"), we attach great importance to preserving it. With the full understanding of our responsibility, as defined in the KVK Law as "Data Controller / Data Processor", your personal data can be processed as described below and within the limits prescribed by the legislation, transferred to third parties at home and abroad to the extent permitted by the legislation can be used and classified for profiling.

**1. Collection, Processing, Processing Purposes and Storage Period of Personal Data**

Although your personal data may vary depending on the service provided by our Company and the commercial activities of our Company; Our Company units and offices, real and legal persons with whom we have a contractual relationship, can be collected verbally, in writing or electronically through automatic or non-automatic methods, through our website, social media channels, mobile applications and similar means. Your personal data can be processed by being created and updated as long as you benefit from the products and services offered by our company.

In addition, when you use our call centers or our website to use the services of our Company, when you visit our Company or our website, when you participate in the trainings, seminars or organizations organized by our Company, your personal data (verbal, written, electronic means) can be processed.

Your personal data collected, the work necessary to benefit you from the products and services offered by our company, to be carried out by our business units, to customize the products and services offered by our company according to your likes, usage habits and needs, to offer our company and the real / legal ensuring legal and commercial security of persons (administrative operations for communication carried out by our company, ensuring physical security and supervision of company locations, customer evaluation / complaint management processes, reputation research processes, event management, legal compliance process, auditing, financial affairs, etc.) Will be processed in accordance with the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVK Law for the purpose of determining and implementing our company's commercial and business strategies and ensuring the execution of our company's human resources policies.

Your personal data collected and processed within the scope of the legislation will be stored for the period specified in our Company's Personal Data Protection, Storage and Destruction Policy ([www.btmco.cm.tr](http://www.btmco.cm.tr)) as of the date of acquisition and in any case for the periods stipulated by the law. Your personal data will be deleted, destroyed or anonymized in the event that the obligation to process, transfer and store personal data ceases and / or if you have a written request after the deadline.

**2. To Whom and For What Purpose the Processed Personal Data Can Be Transferred**

Your personal data collected; Carrying out the necessary work by our business units in order to benefit you from the products and services offered by our company, customizing the products and services offered by our company according to your likes, usage habits and needs, (Administrative operations for communication carried out by our company, ensuring the physical security and supervision of company locations, business partner / customer / supplier - authorized or employees - evaluation processes, reputation research processes, legal compliance process, audit, financial affairs, etc.), Our business partners, suppliers, company officials, shareholders, legally authorized public institutions and private persons for the purpose of determining and implementing commercial and business strategies and ensuring the execution of human resources policies of our company. within the framework of personal data processing conditions and purposes specified in Articles 8 and 9 of the KVK Law.

### **3. Method and Legal Reason for Collecting Personal Data**

Your personal data is obtained in all kinds of verbal, written or electronic media, in order to provide the products and services we offer by the Company in line with the above-mentioned purposes within the legal framework and to fulfill our Company's contractual and legal obligations in a complete and correct manner. Your personal data collected for this legal reason can also be processed and transferred within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVK Law, for the purposes specified in articles (1) and (2) of this text.

### **4. Rights of Personal Data Owner enumerated in Article 11 of KVK Law**

As personal data owners, if you submit your requests regarding your rights to our Company through the methods set out below in this Clarification Text, our Company will finalize the request free of charge within thirty days at the latest, depending on the nature of the request. However, if a fee is stipulated by the Personal Data Protection Board, the fee in the tariff determined by our Company will be charged. In this context, personal data owners;

- Learning whether personal data is processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and to request the third parties to whom the personal data has been transferred,
- Object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, it has the right to demand compensation for the damage.

In line with these rights, you can apply by filling out the application form on [www.btmco.com.tr](http://www.btmco.com.tr), in writing or by using your registered electronic mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified us and included in our records. It must be delivered to BTMCo. Additional verifications (such as sending a message to your registered phone, calling) may be requested by BTMCo to determine whether the application belongs to you or not, and thus to protect your rights. If the application is made by third parties on behalf of personal data owners, a special power of attorney issued by the notary issued by the data owner to the applicant is required.

Your request that includes the necessary information identifying your identity in order to use your rights mentioned above and your explanations regarding your right to use the rights specified in Article 11 of the KVKK; By filling out the application form on the website [www.btmco.com.tr](http://www.btmco.com.tr), you can send a signed copy of the form to Güzelyalı Mah. Güvendik Sok. No: 2 Pendik, 34903, Istanbul, Turkey with retainer documents your identity, the address can transmit the obtained personally, can send by other methods specified in the notary or kvkk' or forward relevant form as secure electronic signatures to [info@btmco.com.tr](mailto:info@btmco.com.tr) address. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and in any case within 30 days at the latest. However, in the event of a cost incurred, the company reserves the right to charge you a fee according to the tariff to be determined by the Personal Data Protection Board.

Best Regards.