

SEKOM İLETİŞİM SİSTEMLERİ SANAYİ VE TİCARET A.Ş.
CUSTOMER AND POTENTIAL CUSTOMER CLARIFICATION TEXT

a) Data Controller

As **SEKOM İLETİŞİM SİSTEMLERİ SANAYİ VE TİCARET A.Ş.** (hereinafter referred to as the "Company"), we hereby inform you that we process the personal data of our real person customers/potential customers and representatives of our legal person customers/potential customers in the capacity of data controller within the scope of the Law on the Protection of Personal Data No.6698 (hereinafter will refer to "GDPR") and other relevant legislation.

b) Personal Data Processed

Within the scope of the purposes and legal reasons specified in this Customer and Potential Customer Clarification Text in accordance with the GDPR and other relevant legislation, the categories and explanations of personal data to be processed belonging to the real person customer/potential customer and the representatives of the legal person customer/potential customer are as follows:

Identity Information : Name-surname, gender, Turkish ID number of the real person customer

Contact Information : Telephone number, e-mail address, fax number, company name

Corporate Information : Position and title information

Financial Information : Tax number of the natural person customer

c) Purpose of Processing Personal Data

- To carry out the necessary work by our business units to ensure that you benefit from the products and services offered by our Company,
- To recommend the products and services offered by our Company to you; to plan and/or execute the market research activities for the sales and to market the products and services,
- To contact you to increase bid eligibility and conduct the bid preparation process,
- To plan and execute the after-sales service and/or maintenance-support services,
- To ensure the legal, technical and commercial business security of the relevant persons in business relations,
- To ensure the quality monitoring of our products and services and to track the products supplied,
- To contact you in case you request information, documents, offers, technical support and/or application support, service and/or maintenance-support services from our Company,
- To register in online software systems used by the Company for the execution of sales and marketing policies,
- To follow-up and execute the legal affairs,
- To conduct the finance and/or accounting affairs,
- To plan and execute the logistics activities

Your personal data will be processed for the above-mentioned purposes, within the legal reasons specified in Article 5 (2) of the GDPR, "*a) It is expressly provided for in the law*", "*c) It is necessary to process personal data of the parties to a contract, provided that such*

processing is directly related to the conclusion or performance of the contract", "ç) It is mandatory for the data controller to fulfill its legal obligation", "e) Data processing is mandatory for the establishment, exercise or protection of a right".

d) To whom and for what purpose the processed personal data can be transferred

Your personal data will be transferred for the following purposes without seeking the explicit consent of the person concerned in accordance with Article 8 (2) (a) of the GDPR:

- In order to fulfill its legal obligations in accordance with the relevant legislation, it may be shared with the relevant public institutions and organizations, if necessary or upon request.
- It may be shared with notaries, enforcement offices and/or courts, if necessary, in order to carry out financial and/or accounting affairs within the scope of collection of fees for products and services.
- In order to follow legal processes, it may be shared with our lawyers as much as necessary within the framework of the confidentiality obligation.

e) Transfer Abroad

Your personal data processed on the basis of the legal grounds specified in Article 5 (2) of the GDPR, due to the fact that the sales, marketing and after-sales maintenance-support activities of the Company's products and services are carried out through online software systems whose databases are abroad, in line with the conditions for transfer abroad in Article 9 (2) of the GDPR, without obtaining the explicit consent of the person concerned, can be transferred provided that it is limited to

- (i) foreign countries ("**Foreign Country with Adequate Protection**") declared to have adequate protection by the Personal Data Protection Board (hereinafter referred to as the "**Board**")
- (ii) foreign countries and/or countries where the data controllers in Türkiye and in the relevant foreign country have undertaken in writing to provide adequate protection and where the Board has authorized such transfer ("**Foreign Country Where the Data Controller Undertakes to Provide Adequate Protection**").

The transfer of your personal data processed within the scope of the purposes described above will be carried out by our Company in accordance with the decisions taken by the Board and the relevant regulations, in particular the GDPR and other relevant legislation, by taking all necessary care and taking all necessary security measures.

f) Method and Legal Grounds for Collecting Personal Data

In order to fulfill the purposes specified in paragraph (c) of this text, your personal data are obtained verbally, in writing or electronically by automatic or non-automatic methods, based on the legal reasons specified in Article 5 (2) of the GDPR:

- Filling out forms on the website, sending e-mail messages, visiting the website and contacting via social media platforms.

- Audio recording of phone calls made through the call center.
- Sharing business cards during customer visits, seminars or events.
- Transmission of your personal data to us by customers and/or potential customers or third parties who suggest us to contact you for commercial activities.

g) Your Rights in GDPR, Article 11

You, as the data owner, have rights within the scope of GDPR Article 11 and you can submit your requests regarding such rights in accordance with GDPR Article 11 and 13 (1) as well as Notice on the Procedures and Principles of Application to the Data Operator after filling out all information mentioned in [Related Person Application Form](#) that is available on our website, preferably

- By personally coming to our Company at the address of "*Kızılırmak Mah. 1450.Sokak No:3 Kat 15,70 Nolu Bağımsız Bölüm 06530 Çankaya-Ankara*"
- in writing through a notary public or by registered letter with return receipt in order to determine your identity and not to provide information to the wrong persons,
- (if any) by sending an e-mail to kvkk@sekom.com.tr by using the e-mail address previously notified by you to our Company and registered in our systems or by other methods to be determined by the Board in the future.