

## VISITOR CLARIFICATION TEXT

(Regarding the Processing of Personal Data)

This Visitor Clarification Text has been prepared within the scope of the Personal Data Protection Law No. 6698 (“KVKK”) by **KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ** (“KYASS Tekstil”), in its capacity as the data controller, for the purpose of fulfilling the obligation to inform regarding the processing of personal data of natural persons visiting the company premises.

### 1. Processed Personal Data and Purposes of Processing

Personal data obtained from visitors include:

- Name and surname,
- Phone number,
- Company information of the employer,
- Information regarding the person/unit visited,
- Entry and exit date and time information,
- Security camera recordings

These data are processed for the following purposes:

- Ensuring the security of the facility, building and premises,
- Controlling and recording visitor entry and exit,
- Conducting occupational health and safety processes,
- Ensuring physical premises security,
- Fulfilling legal obligations arising from legislation.

### 2. Method of Collection and Legal Grounds for Processing Personal Data

Your personal data are collected through:

- Visitor registration forms,
- Physical and digital visitor tracking systems,
- Security camera systems

by wholly or partially automated or non-automated means.

Your personal data are processed based on the legal grounds set forth in Article 5 of the KVKK, including:

- The necessity for the data controller to fulfill its legal obligations,
- The legitimate interests of the data controller within the scope of ensuring facility and information security.

### **3. Reference to Visitor Rules and Relevant Instructions**

Visitors entering the company premises are additionally informed within the scope of the “Visitor Rules Instruction” and are obliged to comply with facility security, occupational health and safety, and confidentiality rules.

The signature obtained from visitors within the scope of the relevant instruction constitutes solely a declaration of acceptance regarding facility rules and security practices and does not create any explicit consent or approval requirement within the scope of the KVKK for the fulfillment of the obligation to inform.

### **4. Transfer of Personal Data**

Personal data of visitors may be shared, in accordance with Article 8 of the Personal Data Protection Law No. 6698:

- For the resolution of legal disputes,
- For the fulfillment of obligations of authorized public institutions and organizations and for ensuring facility security,

upon request and within the scope of obligations arising from legislation, with authorized public institutions and organizations, judicial authorities, and law enforcement authorities.

### **5. Retention Period of Personal Data**

Personal data of visitors are retained for a period of 1 (one) year (12 months), limited to the purposes of processing. Upon the expiration of this period or in the event that the purpose of processing ceases to exist, personal data are deleted, destroyed or anonymized in accordance with the KVKK and the relevant legislation.

## 6. Your Rights Under the KVKK

Pursuant to Article 11 of the KVKK, you have the right to:

- Learn whether your personal data are processed,
- Request information if your personal data have been processed,
- Learn the purpose of processing and whether they are used in accordance with their purpose,
- Know the third parties to whom your personal data are transferred domestically or abroad,
- Request correction of incomplete or inaccurately processed personal data,
- Request deletion or destruction of personal data in accordance with the KVKK,
- Request notification of such transactions to third parties to whom personal data have been transferred,
- Object to the occurrence of a result against you through analysis of processed data exclusively by automated systems,
- Request compensation for damages in case you suffer damage due to unlawful processing of personal data.

## 7. Application Method and Contact Information

You may submit your applications regarding your rights under the KVKK in writing to our Company through the communication channels provided below.

Pursuant to Article 13 of the KVKK, you may also submit your requests regarding your personal data through the “**KVKK Data Subject Application Form**” prepared by **KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ**. The relevant application form is accessible via the relevant section on our Company’s website or may be provided to you upon written request.

**CONTACT INFORMATION****Data Controller:**

KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ

**Contact Link:**

<https://kyass.com.tr/iletisim>

**Address:**

İsmet Paşa Organized Industrial Zone, 2nd Street, No: 4/A, Kapaklı / TEKİRDAĞ

**Registered Electronic Mail (KEP):**

kyass@hs06.kep.tr

**Phone:**

+90 (282) 758 20 22

**Fax:**

+90 (282) 758 20 22

Applications will be evaluated and concluded within the legal time limits in accordance with the KVKK and the relevant legislation.

