

ALBIS PLASTİK TR SANAYİ VE TİCARET LİMİTED ŞİRKETİ

INFORMATION TEXT ON SUPPLYING, PROCESSING AND PROTECTION OF PERSONAL DATA

1- GENERAL DESCRIPTION AND DEFINITIONS

This information text has been issued in order to fulfill "**disclosure requirement**" under the scope of article 10 of Turkish Personal Data Protection Law no. 6698 acting in the capacity of "**data controller**" of the Company **Albis Plastik TR Sanayi ve Ticaret Limited Şti.**

Meanings of the following terms included in the information text refer to the definitions indicated in Law No 6698 and Regulations and Communiqués issued related with this law.

- **Personal Information:** Any information related to the identified or identifiable real person.
- **Processing Personal Data:** All kinds of processes performed on personal data including obtaining, recording, storing, keeping, changing, re-arranging, disclosure, transmission, acquisition, making available, classification or prevention of use in whole or in part, automatically or in non-automatic ways, being part of any data recording system.
- **Concerned Person** Real person whose personal data is processed.
- **Express Consent:** Consent about a specific subject based on information and expressed in free will.
- **Anonymization:** Making personal data unlikely to be associated with any identified or identifiable real person in any way even when personal data is paired with other data.
- **Data Controller:** It refers to real or legal person responsible for identifying the purposes and means of personal data processing and installing and managing data recording system.
- **Data Processor:** A natural or legal person who processes personal data on his behalf on the basis of the authority conferred by the data controller.
- **Data Recording System:** Recording system in which personal data is processed by structuring according to certain criteria
- **Contact Person** The real person notified to the Registry during registration by the data controller for the communication to be established with the institution related with the obligations of legal person data controllers resident or non-resident in Turkey under the scope of this law and secondary regulations to be issued depending on this law
- **Personal data retention and disposal policy** The policy taken as a basis by data controllers in order to determine the maximum period required for the objective of processing personal data and deletion, destroying and anonymization of data

2- INFORMATION ON DATA CONTROLLER

In legal entities, the data controller is the legal entity itself. Obligations of data controllers under the scope of law who are resident in Turkey are conducted by means of authorized body/person (s) who is/are authorized to represent and bind the legal entity. The body authorized to represent the legal entity may commission one or more persons related with obligations to be fulfilled in terms of implementation of the law. This commissioning does not remove the responsibility of the legal entity in accordance with the provisions of the Law.

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi carries out its activities as a stock corporation as a legal entity resident in Turkey. Information about **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi** as the data controller is as below.

- Data controller's;

Title	:	Albis Plastik TR Sanayi ve Ticaret Limited Şirketi
Central Registration System (CRS) Number:	:	0050046196400016
Address	:	Tekstilkent Koza plaza Oruç Reis Mah. Tekstilkent Cad. A Blok No:12B Kat : 3 No :032 Esenler İSTANBUL
Phone	:	+90 212 438 58 18
Fax	:	0 212 438 57 98
e-mail address	:	0 212 438 58 18
Registered electronic mail address (KEP):	:	albisplastiktr@hs02.kep.tr
Contact Person	:	Elif Çakmak
General Manager	:	İsmail Bektaş
Capital	:	14.900.000.- Try

3- OBLIGATION OF DATA CONTROLLER

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi is obliged to keep informed concerned people under the scope of disclosure requirement on the following issues;

- Identification of data controller or its representative, if any,
- For what purpose the personal data is to be processed,
- To whom and what purpose the processed personal data shall be transferred,
- Method and legal reason of collecting personal data,
- Rights of people whose personal data is processed,

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi, takes necessary measures regarding with data security;

- To prevent illegal processing of personal data,
- To prevent illegal access of personal data,
- To enable personal data protection,

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi, in contravention of the provisions of Law No. 6698, does not disclose and misuse personal data obtained by required supervision in

order to provide provisions of Law No 6698 to be implemented in its own corporation or organization.

4- PERSONAL DATA TO BE PROCESSED

Personal data to be processed by **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi** are indicated below and new ones can be added and/or amendments can be made in cases required by law and/or in case of any need.

Personal data subject to data processing;

- Name, surname, TR ID, Date of Birth, identity information etc. of the person.
- Contact information such as address, phone, fax, e-Mail etc.
- Tax Office and Tax No information
- Vocational and Educational Status information

5. METHODS OF COLLECTING PERSONAL DATA

Personal data cannot also directly be provided from the concerned person but also be provided from online sales platforms, dealers, solution partner (s) and including, but not limited to indirect methods according data acquisition purpose.

6- PURPOSE OF PERSONAL DATA PROCESSING

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi, processes personal data in line with the purposes below. These purposes are;

- To fulfill obligations on public receivables such as tax etc. within the scope of Turkish Commercial Code no. 6102 and other legal regulations,
- To take precautions related with protection of consumer rights under the scope of Act on the Protection of the Consumer No 6502,
- Taking orders of products requested to purchased by concerned persons from **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**, sales of this products, transporting this products to related persons, collection of fees, presentation of after sale services related with the goods sold, measuring customer satisfaction, collection and evaluation of complaints and offers related with the sold products or services, if any,
- Drawing up distant sales contracts for the shopping made on electronic commerce platforms, verifying the identity of the person concerned,
- To increase service quality,
- Making activities on campaigns, promotions, advertising and promotional activities related to products and services, giving information on these issues,

7- PERSONAL DATA TRANSFER AND PROTECTION

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi , does not transfer personal data obtained in line with data processing purposes to third party (ies) without clear consent of the person. Your personal data is taken by using Secure Socket Layer (SSL) which is generally approved and accepted on websites of **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi** and based on your permission again shared over the same secure environment Using strong passwords is an obligation for user accounts created on websites. There are various security precautions in the cloud server network layer where the websites are served. There are various security precautions in the cloud server application layer where the websites are served.

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi can transfer personal data to 3rd persons and organizations provided that the person's rights under the Law no. 66698 are reserved, in order to realize its objectives to give a better service within the scope of article 6 even if there is no legal requirement and in case of legal requirements to the persons, institutions and/or organizations required by the provisions of the tax and social security laws and other laws and other legislation, including, but not limited to, public legal entities authorized to receive personal data such as the Revenue Administration, the Employment Agency, the Social Security Institution, the Financial Crimes Investigation Board, the Interbank Card Center, the Credit Registry Office, and domestic / international subsidiaries of **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**, to the companies operating as dealers, to program partner/solution partner institutions and organizations, PTT branches, logistics support services, consultancy and independent auditing services to the companies,

8- EXPRESS CONSENT OF THE CONCERNED PERSON IN PROCESSING PERSONAL DATA

Personal data to be processed by **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**, is processed by taking "express consent" of the concerned person within the scope of Law No 6698. Express Consent: Consent about a specific subject based on information and expressed in free will.

In accordance to article 5/2 of the Law No 6698, in case of the existence of one of the following conditions, personal data can be processed without the express consent of the person.

- In the event that it is clearly prescribed by the laws,
- In the event that the person who cannot explain his/her consent due to the actual impossibility, or is not legally valid at his/her discretion, or is obliged to protect the life or physical integrity of the person himself/herself or someone else,
- Provided that it is directly related to drawing up or performing an contract, it is required to process personal data of the parties of the contract.
- In case it is obligatory for the data controller to fulfill his/her legal obligations.
- In the event that it is publicized by the person concerned himself/herself.
- In the event that data processing is obligatory for the establishment, use or protection of a right,
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, it is an obligation to process data for legitimate interests of the data officer.

9- DURATION OF PERSONAL DATA RETENTION

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi destroys personal data in case data processing purpose extinct, mandatory storage periods as defined by law and other legislation are over (deletes, destroys or anonymizes personal data).

10- RIGHTS OF THE CONCERNED PERSON

Concerned people have the right to apply to the data controller and have the rights below;

- To find out whether his/her personal data are processed,
- To request information regarding their personal data if they are processed,
- To learn the purpose of data processing and whether this data is used for intended purposes,
- To know the third parties to whom his personal data is transferred at home or abroad,
- To request the rectification of the incomplete or inaccurate data, if any,
- To request the erasure or destruction of his personal data under the conditions stipulated in the Law
- To request notifying the third parties regarding the amendments in personal data,
- To object a consequence arising to the detriment of the person by analyzing the processed data exclusively by automatic means
- To claim compensation in case of suffering loss due to illegal processing of the personal data.

11- APPLICATION TO THE DATA CONTROLLER

Real persons whose personal data are processed, as per their claims under the scope of their rights indicated in Article 11 of Law no. 6698 may apply to **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**. Concerned persons may use this right provided that the make their applications in Turkish. Concerned persons may forward their requests to **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi** via communication channels below. In this context concerned people may forward their requests;

- In written,
- via registered electronic mail address (KEP):
- via secure electronic signature or mobile signature,
- Real persons whose personal data are processed, as per their claims under the scope of their rights indicated in Article 11 of Law no. 6698 may apply to **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**.

- Concerned persons may forward their requests to Albis Plastik TR Sanayi ve Ticaret Limited Şirketi via communication channels below.

In the applications;

- Signature if name, surname and application is written,
- TR Id No for Turkish Citizens and nationality, passport no or identity no for foreigners,
- The place of residence or place of business for notification
- E-mail, phone and fax no for notification, if any
- Subject of Request

are mandatory. Information and documents related with the subject should be attached. Application requests can be made by using , “[Application Request Form.](#)” For the applications of the concerned people, communication channels indicated in the section with the topic "2- INFORMATION ON DATA CONTROLLER" of this information text.

Albis Plastik TR Sanayi ve Ticaret Limited Şirketi, will conclude the requests in the application as soon as possible within 30 days at the latest according to the nature of the request. However, in case of an additional cost is required, a fee at an indicated amount in article 7 of **Communiqué on Procedures and Principles of Application to Data Controller** can be charged. In the event that the application is made due to a mistake of the data controller, the fee shall be returned to the person concerned.

12- AMENDMENTS AND UPDATES

This information text has been issued under the scope of Regulations and Communiqués published under the Law No. 6698 and the Law in question and personal data processing objectives and policies of **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**. There can be necessary amendments in the information text in line with the changes in the related legislations and/or in the personal data processing objectives and policies of **Albis Plastik TR Sanayi ve Ticaret Limited Şirketi**.

The most updated version of the information text is accessible on <https://www.albis.com/> web address.

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