

## **Information Pursuant to Law on Protection of Personal Data**

Our company may record, classify, process, store, update and transfer and disclose the personal data of our valued customers to third parties as the responsible party in charge of the data under Law No. 6698 on Protection of Personal Data. We hereby inform you about our mutual rights and obligations in accordance with the provisions of the Law.

Your personal information means all kinds of information such as address and phone information including your identity particulars (name, surname, Republic of Turkey identification number, etc.) in particular which identifies you or makes sure that you are identified.

### **1. Personal data collection method:**

Your personal data are collected on verbal, written or electronic media using fully or partially automatic or non-automatic various methods as part of any data storage system via our website, representatives, branch offices or workplaces or information submitted via e-mail, fax, phone, short message or other means of communication, the identification system known as the “cookies” which enables our computers to identify you automatically when you visit our website, and other resources such as trade registry, etc.

### **2. Purposes and legal reasons for processing personal data:**

Your personal data will be processed for the purposes of recording identity particulars, address, tax identification number and other information in order to identify the transaction owner and addressee in all kinds of procedures and transactions to be carried out in relation to all kinds of products and services offered, issuing documents and information which will serve as basis in the procedures and businesses to be carried out on paper or electronically, conforming to the obligations of storing, reporting, and providing information as prescribed by all judicial and administrative authorities pursuant to the relevant legislation, and fulfilling the agreements executed between us and properly providing the services.

Our personal data may be processed for the following purposes as well:

- Storing, keeping, and updating the personal data on cloud environment via third parties;
- Sharing with operators and other third parties that we collaborate for providing you with information, advertisements, promotions, etc.;
- Classifying customers in terms of needs, priorities, and credibility, and subjecting to a specific grading system;
- Monitoring and resolution of complaints; and
- Posting announcements about the organized conferences and publishing the names of participations in the list of participants published on our website.

Campaigns and promotions, news and developments from the sector are announced periodically via mass e-mailing in the company’s Sales and Marketing departments.

Developments related to company events are announced periodically via mass e-mailing in the company’s Event department.

The legal reason for processing your personal data is the fact that processing your personal data is required and your explicit consent to matters other than execution and performance of the agreement provided that they are directly related to the execution or performance of the agreements made or will be made with our company.

### **3. Transfer of personal data:**

-We may be collaborating with domestic and foreign third party companies in order to send mass e-mails for the purposes of notifying about the developments, campaigns and what's new. We may share your personal data with such companies exclusively for this purpose.

-We may transfer to local and overseas servers of applications and databases which provide the service of retaining information, documents, files, etc. records generated, obtained, and gathered as part of our activities.

Your personal data may be transferred to our shareholders, local/overseas subsidiaries; our consultants, attorneys, associate organizations, institutions, domestic/foreign companies from which we collaborate and get services in order to carry out our activities, persons and institutions from which we get the service of storing data on cloud environment, organizations contracted for mailing our customers, national and foreign banks (including correspondent banks), financial institutions, paying agencies and other third parties which we collaborate or get services in line with our collaborations. Your information may be transferred to legal authorities and institutions in case requested by official authorities or in circumstances in which we are legally required to provide information, and such authorities may share your information as well.

### **4. Retention and safety of personal data:**

Personal data will be retained as long as the purpose of providing such information is valid. We will continue to process your data after expiry of the service that you have obtained from us so that we can determine the requirements related to our field of activity and for the purpose of providing you with a quicker service. We will conform to the limits in case the data needs to be retained subject to legal periods and for the purposes of reporting and informing the legal authorities other relevant public authorities. We will take the required security measures in order not to lose the retained and stored data, prevent them from being possessed by unauthorized parties, and prevent illegal use thereof.

### **5. Your rights under the law:**

Pursuant to article 11 of the Law, you are entitled to apply to our company and learn whether your personal data are processed or not, if yes, request relevant information, learn the purpose of such processing and whether the personal data are used properly in line with its purpose or not, learn about the local or foreign third parties to whom they are transmitted, request correction(s) provided that they are processed incompletely or inaccurately, request for removal or destruction of the personal data in line with the conditions prescribed in the article 7 of the Law, request that the third parties, to whom the data are transmitted, are notified about the foregoing correction, removal, or destruction processes, make objections of an unfavorable outcome by way of having the personal data analyzed exclusively by automated systems, and make claims in case you suffer damages due to processing in violation of the Law.

For more information please refer to our company's personal data processing, protection, retention and disposal policy available at [tr.steelorbis.com](https://tr.steelorbis.com).

I hereby declare and accept that I have read and understood the foregoing information about my personal data, and a copy of the text is provided.

CONTACT DETAILS:

STEELORBİS ELEKTRONİK PAZARYERİ A.Ş.

MERSIS NO: 0470048178400014

Contact URL: <https://tr.steelorbis.com/destek/iletisim.htm>

Address: 19 Mayıs Mahallesi, Atatürk Caddesi

Şeref Yazgan İş Merkezi, No:72, Kat: 7, D: 18

Kozyatağı - 34736

Istanbul, Turkey