	<b>KVKK LPPD Clarification Text Regarding the Processing of Personal Data of Visitors / KVKK Ziyaretçilerin Kişisel Verilerinin İşlenmesine İlişkin Aydınlatma Metni</b>	Doküman No	<b>FRM.BGYS.039</b>
		İlk Yayın Tarihi	<b>25.05.2022</b>
		Revizyon Tarihi	<b>25.05.2022</b>
		Revizyon No	<b>0</b>
		Sayfa	<b>1/2</b>

#### A. Protection of Personal Data and Data Controller

Your personal data can be processed within the framework of the Law on the Protection of Personal Data (LPPD) numbered 6698, the regulations of the Personal Data Protection Authority and other legislation provisions, and in accordance with the relevant legislation, our Company takes all technical and administrative measures to ensure the appropriate level of security in order to prevent the unlawful processing of your personal data, to prevent unlawful access and to ensure its protection. ÇELİKEL ALUMİNYUM DÖKÜM İMALAT SANAYİ ve TİCARET ANONİM ŞİRKETİ ("ÇELİKEL") may process your personal data within the scope of the LPPD and the relevant legislation, within the scope of the following information and purposes in accordance with the legislation.

#### B. Purposes of Personal Data Processing

Your personal data may be transferred for monitoring with security cameras, recording, issuing entrance cards, tracking guest entries and exits, tracking vehicle entries and exits related to the establishment of our company's security and your personal data transmitted by you while making use of the internet access opportunity offered to the visitors upon request by our Company may be transferred for the management of access records, for the purpose of fulfilling our obligations arising from the legislation; (both of them) as limited to the personal data processing conditions and purposes specified in Articles 5 and 6 of the Law No. 6698.

#### C. To whom and what purpose the processed personal data can be transferred


Your collected personal data may be transferred to our business partners, our shareholders, our affiliates, legally authorized public institutions and private law persons within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law No. 6698 and limited to the realization of the above-mentioned purposes.

#### D. Method and Legal Reason for Collecting Personal Data

Your personal data is collected by our Company on the basis of the legal reason specified in articles (B) and (C) above. Your personal data collected in this process are collected electronically through your access to the internet within our Company, through your identity card, through your license plate information, orally or through closed circuit cameras in our buildings. Your personal data can also be processed and transferred for the purposes specified in articles (B) and (C) of this Clarification Text within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of Law No. 6698.

#### E. Your Rights Regarding the Processing of Personal Data

Dağıtım: Tüm ÇELİKEL	Onaylayan: BİLGİ SİSTEMLERİ BÖLÜM YÖNETİCİSİ
Gizlilik Seviyesi: Yeşil	
Hazırlayan: BİLGİ SİSTEMLERİ BÖLÜM YÖNETİCİSİ	

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As per 11th Article of KVKK(LPPD); By applying to our Company ;

- To learn whether your personal data has been processed or not,
- If your personal data are processed, To request information accordingly,
- To learn the purpose of processing of your personal data and whether such data is used for the intended purposes,
- To know the third parties to whom your personal data has been transferred inside or outside the country,
- To request the correction of incomplete or incorrect processing of your personal data,

To exercise your above-mentioned rights you may send your request, including the necessary information to identify you and your explanations regarding your right that you request to exercise from the rights specified in Article 11 of the KVKK (LPPD) No. 6698 by filling out the form at [www.celikel.com](http://www.celikel.com) and personally sending a signed copy of the form to the address Samandıra Eyüp Sultan Mahallesi Bayram Sokak No:1 D:6-7 Sancaktepe, İSTANBUL with documents identifying your identity, you may send it through a notary public or other methods specified in the Law No. 6698, or you can send the relevant form to our kep address. For general information about the KVKK(LPPD), you can forward it to [verisorumlusu@celikel.com](mailto:verisorumlusu@celikel.com). If your requests regarding the LPPD are communicated by these methods, they will be evaluated and finalized within 30 (thirty) days. Although it is essential that no fee is charged for the requests, the Company reserves the right to charge a fee over the fee schedule determined by the Personal Data Protection Board.

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Gizlilik Seviyesi: Yeşil	
Hazırlayan: BİLGİ SİSTEMLERİ BÖLÜM YÖNETİCİSİ	