

# VENTURA GÜMRÜK MÜŞAVİRLİĞİ LİMİTED ŞİRKETİ

## GENERAL CLARIFICATION TEXT

This "Clarification Text" has been prepared for employee candidates, employee relatives, shareholders, suppliers, employees/officials of suppliers, product or service buyers, employees/officials of product or service buyers, visitors whose personal data we process.

We, as Ventura Gümrük Müşavirliği Limited Şirketi (Hereinafter referred to as "Company"), would like to inform you about the processing of your personal data and your related rights within the scope of the Law No. 6698 on the Protection of Personal Data (hereinafter referred to as "LPPD").

### **I- Data Controller**

The Company is operating in its head office address located at Papyrus Plaza Merkez Mah. Ayazma Cad. No:37 Kat:6 D:9 Kağıthane/Istanbul on the website [www.venturagumruk.com](http://www.venturagumruk.com), and we process your personal data consisting of finance, physical space security, communication, identity, professional experience, client transaction and personal data as a data controller within the scope of LPPD.

### **II-Purposes of Processing Personal Data**

Your personal data shall be processed for the purposes of conducting the information security processes, fulfilling obligations arising from employment contracts and legislation for employees, conducting the vested rights and benefits processes for employees, conducting the activities in accordance with the legislation, conducting finance and accounting works, ensuring physical space security, following and conducting legal affairs, conducting communication activities, planning human resources processes, conducting the activities for ensuring business continuity, conducting goods/service procurement processes, conducting goods/service sales processes, conducting goods/service production and operation processes, conducting contract processes, conducting supply chain processes, ensuring security of data controller operations, conducting authorization processes, informing authorized persons, institutions and organizations, and conducting management activities.

### **III- To Whom and For What Purpose the Processed Personal Data Can be Transferred**

Your personal data can be shared with authorized public institutions and organizations for the purpose of fulfilling the legal obligations as well as with the accounting office and accounting software company for the purposes of fulfilling obligations arising from employment contracts and legislation for employees, conducting the vested rights and benefits processes for employees, conducting goods/service procurement/sales process, communication, finance and accounting works.

### **IV-Methods and Legal Reasons of Collection of Personal Data**

Your personal data is obtained verbally, in writing or electronically, by automatic or non-automatic methods, based on the legal reasons for fulfilling the legal obligations stated in Articles 5 and 6 of the LPPD, stipulating them in the laws and signing a contract. Within this scope, they are processed with non-automatic methods such as phone calls, face-to-face communication, signing contracts, issuing invoices etc. as well as with automatic methods through the camera recording system in the common areas and working areas and e-mail transmission.

### **V-Your Rights Within the Scope of Article 11 of LPPD**

You can submit your requests regarding your rights under the heading "Rights of the related person" within the scope of Article 11 of LPPD by completing all the information stated in the Application Form through the following methods in accordance with Article 11 and paragraph 1 of Article 13 of the LPPD and the Communiqué on the Procedures and Principles of Application to the Data Controller:

- a-) by personally coming to our head office located at "Papyrus Plaza Merkez Mah. Ayazma Cad. No:37 Kat:6 D:9 Kağıthane / Istanbul",
- b-) by sending a registered letter to our head office in writing, or by public notary in order to be able to verify your identity and not to give information to the wrong people,
- c-) by sending an e-mail to the address "muhasbe@venturagumruk.com" using the e-mail address reported to our company and registered in our systems or by other methods to be determined by the Board in the future.

Your requests in your application shall be concluded free of charge at the latest within thirty days depending on the nature of the request. However, if the transaction requires an additional cost, the fee in the tariff determined in the Communiqué on the Procedures and Principles of Application to the Data Controller may be charged by the Personal Data Protection Board.