

INFORMATION NOTICE WITHIN THE SCOPE OF LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA

1- PURPOSE

This Information Notice (“Information Notice”) has been prepared within the scope of Law No. 6698 on the Protection of Personal Data (KVKK) in order to fulfill the obligation prescribed by KVKK, considering the importance we attach to fundamental human rights and the high value of personal data.

As the data controller, MTZ Otelcilik Turizm İnşaat Sanayi ve Ticaret Limited Şirketi (“COMPANY”, “Company”), located at Liman Mah. Rıhtım Bulvarı No: 3/1 İlkadım, Samsun, informs its employees, employee candidates, supplier employees, visitors, and third parties whose personal data may be processed, in accordance with Article 10 of the KVKK, as follows:

2- PURPOSES OF PROCESSING PERSONAL DATA, TYPES OF PERSONAL DATA PROCESSED, COLLECTION METHODS AND LEGAL GROUNDS

i. Purposes of Processing

Your personal data will be used in accordance with the limits set forth by KVKK and relevant legislation, to fulfill the purposes set out in the Company’s Articles of Association.

Processing purposes include:

- a. Fulfillment of obligations related to legal regulations and audits,
- b. Exercising rights under relevant legislation,
- c. Carrying out necessary operations by relevant departments for you to benefit from our services,
- ç. Communicating with you via the contact channels you have provided for the promotion of our Company and its activities,
- d. Personnel recruitment in line with Company needs and fulfillment of rights and obligations within labor legislation (especially the Labor Law No. 4857, Occupational Health and Safety Law No. 6331, and Social Insurance and General Health Insurance Law No. 5510),
- e. Conducting activities such as salary payments, travel allowances, revolving fund payments, and internal correspondence,
- f. Providing information/documents to authorized public institutions and judicial authorities in legally required cases,
- g. Ensuring the proper functioning and public announcement of company events (seminars, conferences, meetings, trainings, symposiums, etc.), and managing promotional and advertising processes via the Company website and social media,
- ğ. Archiving according to legal procedures for storage and preparation of annual unit activity reports,
- h. Creating and tracking customer records,
- ı. Ensuring the safety of the building, personnel, customers, and visitors,
- i. Using anonymized data for statistical and research purposes,
- j. Receiving and responding to personal data-related applications under the KVKK.

ii. Types of Personal Data We Process

- **Identity Information:** Name, surname, Turkish ID number, mother's name, father's name, place and date of birth, personnel registration number, and other details you provide with your explicit consent.
- **Contact Information:** Home address, business address, phone number, email address, KEP (Registered Electronic Mail) address, and other communication channels you provide.
- **Work and Education Details:** Job/study application forms, emails sent to kvkk@ramadaplazasamsun.com, and information on your education, courses, seminars, certifications, and exam results.
- **Financial Information:** Bank name, branch, account number, and IBAN used for salary and allowance payments, refunds, and expenses.
- **Visual/Audio Data:** Photos/videos/audio recorded during events (seminars, exhibitions, etc.) or via security cameras. These may be used on Company websites or publications, excluding security footage. Participants will be informed, and explicit consent will be obtained beforehand.
- **Sensitive Personal Data:** Health data of individuals employed due to legal requirements may be processed. The Company does not primarily aim to process sensitive data, but data indirectly revealing religion, clothing, political views, or health status may be inferred from photos or documents voluntarily shared by you.

iii. Methods of Collecting Personal Data

Personal data is collected through personnel files, invoices, receipts, recording devices used in events, security cameras, emails sent to kvkk@ramadaplazasamsun.com, mtzotelcilik@hs03.kep.tr, or via fax at (362) 445 07 22.

It may also be collected via physical document submission, completion of printed forms, or calls to (362) 425 00 55 or other Company lines.

iv. Legal Grounds for Processing Personal Data

Under Article 5(2) of the KVKK, personal data can be processed lawfully if any of the following conditions are met:

- Explicit consent of the data subject,
- Clearly stated in the law,
- Necessary to protect the life or physical integrity of a person who cannot express consent due to physical impossibility,
- Required for the performance of a contract,
- Necessary for the data controller to fulfill legal obligations,
- Publicly disclosed by the data subject,
- Necessary for the establishment, use, or protection of a right,
- Processing is necessary for the legitimate interests of the data controller, provided it does not violate fundamental rights and freedoms.

Sensitive personal data is primarily processed based on explicit consent or under the following conditions set out in the KVKK:

- Clearly stated in the law,
- Protection of life or physical integrity under emergency situations,

- Publicly disclosed by the data subject,
- Required for the establishment, use, or protection of a right,
- Necessary for public health and medical services by authorized persons with confidentiality obligations,
- Necessary for legal obligations in employment, occupational safety, social security, etc.

3- TRANSFER OF PERSONAL DATA

Your personal data may be shared, for the purposes mentioned above, with authorized public institutions, judicial authorities, enforcement offices, law enforcement units, and contracted suppliers.

The Company does not share data irrelevant to its purposes. For example, even with your consent, your license plate information will not be shared with any third party unless required by law, part of a criminal investigation, or officially requested by an authorized authority.

4- RIGHTS OF THE DATA SUBJECT

Under the KVKK, you have the right to:

- i. Learn whether your personal data is being processed,
- ii. Request information if your data has been processed,
- iii. Learn the purpose of processing and whether it is used appropriately,
- iv. Know the third parties to whom data has been transferred domestically or abroad,
- v. Request correction if your data is incomplete or incorrect,
- vi. Request deletion or destruction of your data within legal limits,
- vii. Request notification to third parties to whom the data was transferred about the correction/deletion,
- viii. Object to any result arising against you from automatic data analysis,
- ix. Demand compensation if you suffer damage due to unlawful data processing.

How Can You Exercise Your Rights?

You can fill out the “application form” available at www.ramadaplazasamsun.com and send it via email to kvkk@ramadaplazasamsun.com, or send the completed physical form by mail to: **Liman Mah. Rıhtım Bulvarı No: 3/1 İlkadım, Samsun**

Your request will be processed within 30 days, as per Article 13/2 of the KVKK. If accepted, it will be fulfilled immediately by the Company.

In general, your requests will be processed free of charge. However, if a cost arises, a fee may be charged as specified in the “Communiqué on the Principles and Procedures for Application to the Data Controller”:

- No fee for up to 10 pages; 1 TL per page beyond 10 pages,
- If response is provided via CD, USB, etc., cost of the medium may be charged.

5- DATA CONTROLLER AND CONTACT PERSON

As stated in this Information Notice, the Company is the data controller under the KVKK.

i. Data Controller Information

- **Full Name:** MTZ Otelcilik Turizm İnşaat Sanayi ve Ticaret Limited Şirketi
- **Short Name:** COMPANY
- **Address:** Liman Mah. Rıhtım Bulvarı No: 3/1 İlkadım, Samsun
- **Website:** www.ramadaplazasamsun.com

ii. Contact Person

- **Name:** Ercan KARAMANGİL
- **Title:** Board Member
- **Email:** info@ramadaplazasamsun.com
- **Phone:** +90 362 425 00 55