

**1-) DATA RESPONSIBLE**

**NOVA ELEKTRİK SAN. VE TİC. A.Ş.** (hereinafter “Company”) enlightens the personal data owners in accordance with Article 10 of the Turkish Personal Data Protection Law no. 6698 (hereinafter "Law") with this text as the data responsible.

**2-) PURPOSE OF PERSONAL DATA PROCESSING**

The purposes of personel data processing are given below together with the categories of personal data processed in accordance with the general principles specified in the law.

PURPOSE OF PROCESSING PERSONAL DATA	CATEGORY OF PERSONAL DATA	LEGAL REASONS
Execution of Activities for Finance and Accounting	Identity, Customer Transaction	Personal data processing is directly related to the establishment or performance of a contract, personal data shall be processed if it is necessary to process such personal data that belongs to the parties of a contract.
Execution/Audit of Business Activities	Identity, Communication, Professional Experience	Personal data processing is directly related to the establishment or performance of a contract, personal data shall be processed if it is necessary to process such personal data that belongs to the parties of a contract.
Execution of Sales Activities (goods/service), Execution of Aftersales Activities (goods/service), Execution of Activities in accordance with the Contract	Identity, Communication	Personal data processing is directly related to the establishment or performance of a contract, personal data shall be processed if it is necessary to process such personal data that belongs to the parties of a contract.
Execution of Business Continuity Activities	Identity, Communication	Provided that no harm is done to the fundamental rights and freedoms of the data owner, in the event that data processing is mandatory for the legitimate interests of the data controller

Your personal data are processed in electronic and physical environment through by automatic and non-automatic means based on the legal reasons above.

### **3-) TRANSFER OF PERSONAL DATA**

Your personal data may be transferred for the purposes set out below in accordance with the conditions specified in the article of the Law.

Your personal data may be transferred to authorized public institutions, legally competent private organizations, suppliers for the purpose of “Execution of Activities for Finance and Accounting”

Your personal data may be transferred to legally competent private organizations, suppliers for the purpose of “Execution of Sales Activities”

### **4-) RIGHTS OF PERSONAL DATA OWNERS**

We would like to indicate that you, the data owner, have the following rights in accordance with Article 11 of the Law:

- a) To know if your personal data is processed or not,
- b) If your personal data has been processed, to request information in this regard,
- c) To know the purpose of processing of your personal data and whether or not such has been used for its intended purpose,
- d) To know the identities of the domestic or foreign third parties to which your personal data has been transferred,
- e) To request the correction of your personal data in case of incomplete or inaccurate data, to request this correction to be communicated to third persons to which such personal data has been transferred in the first place,
- f) Although it has been processed in accordance with the provisions of the Law and other relevant laws, to request the deletion or destruction of the personal data in accordance with the Article 7 of the Law and to request that this action to be communicated to third persons to which such personal data has been transferred
- g) To object to the occurrence of a result which is detrimental to the person concerned as a result of analyzing the processed data exclusively through automatic systems
- h) To request compensation for any loss suffered by you in case your personal data is processed in violation of the relevant legislation.

You can submit your requests regarding your rights listed above to our Company by filling out the “Data Owner Application Form” available at our website. Depending on the nature of your request, your submission shall be concluded free of charge as soon as possible and within 30 days in any case; however, if this operation requires any cost, you may be charged a fee according to the tariff of the Personal Data Protection Board.

The methods of submission of requests are listed below:

- Through a notary public
- By sending the application to the registered e-mail address of the company, [info@novaelektrik.com.tr](mailto:info@novaelektrik.com.tr)
- Making an individual application to the company address (Karayolları Mah. Cebeci Cad. No: 146 34250 Gaziosmanpasa – ISTANBUL/ TURKEY)