**TCC–THE CHAIR COMPANY BÜRO KOLTUK SANAYİ VE TİCARET A.Ş.**

**PROTECTION OF PERSONAL DATA**

**GENERAL CLARIFICATION TEXT**

TCC–THE CHAIR COMPANY BÜRO KOLTUK SANAYİ VE TİCARET A.Ş. (TCC) which operates in the fields of Office, Cinema, Theatre, Amphitheatre, Stadium, Chair Production, shows sensitivity in the security of the personal data as much as in the sector. With this awareness, we attach great importance to processing, preservation and deletion of private and general personal data of our visitors in all kinds of media in accordance with the Law No. 6698 Protection of Personal Data, secondary regulations (regulations, communiqués, circulars) which were and will be put into force in accordance with the law and decisions which were or will be taken by the binding Personal Data Protection Board. With the awareness of this responsibility, we process your personal data in the capacity of “Data Controller" as defined in the Law, within the limits prescribed by the legislation and as explained below.

1. **INFORMATION ON DATA CONTROLLER**

In accordance with the law, TCC–THE CHAIR COMPANY BÜRO KOLTUK SANAYİ VE TİCARET A.Ş. residing at the address of NOSAB Ceviz Caddesi No:7 Nilüfer / Bursa is responsible.

1. **PURPOSE OF PERSONAL DATA PROCESSING**

Serving to manage the activities of Office, Cinema, Theatre, Amphitheatre, Stadium, Chair Production, TCCrequires the processing of Personal data, both in fulfilling its statutory obligations directly and in cases where such obligations and services are provided indirectly. In this sense, your personal data is processed always interrelatedly, in a limited and measurably by TCC for the purposes such as conducting enforcement proceedings, creating records, completing the business process, creating accounting records, creating invoice records, establishing reconciliation, managing the payment process, receiving payments, paying taxes, creating and providing contracts, creating order form and content, receiving proposals, creating purchase order, stock and quality control, shipment control, archiving (whatsap group).

1. **PERSONAL DATA TRANSFER**

Your personal data is transferred to IT service partners in accordance with the terms set forth in Articles 8 and 9 of the Law for the purposes listed above.

1. **COLLECTION METHODS OF PERSONAL DATA AND LEGAL CAUSES**

Your personal data is collected by the real or legal persons who are authorized by the TCC by verbal, written or electronic means by e-mail, telephone, web site, various agreements, forms and minutes kept on paper and in automatic and non-automatic methods.

In this regard,

Legal Process (Supplier Employee / Supplier Authority)

Customer / Contact information (title, tax identification number, address, bank account information, GSM, maturity, account, signature, stamp, name-surname, phone number, e-mail, business card, account information (for check), amount information)

Creating an archive: (Title, address, TIN, contact information, amount information)

Receiving payment: (Name-surname, contact, amount information, signature information, credit card information)

Inventory Control: (Title, product information)

General (voice recording)

Visitor (credentials)

Closed circuit, independent video recording (Recording of people and media in the Secure Print area and storage)

the personal data referred to above are processed in accordance with Article 5, paragraphs 2 / a-c-ç-e-f, Article 6, paragraph 3, without prejudice to your fundamental rights and freedoms, and based on legitimate interests which are based on legal grounds of TCC.

1. **RIGHTS OF DATA OWNERS UNDER THE LAW**

At any time, you can apply to TCC regarding your personal data;

* You can learn whether it has been processed, the purpose of processing and whether it has been used in accordance with its purpose and request information about it if it has been processed,
* In accordance with the law, you can learn the third parties whom your information is shared with in Turkey and abroad,
* If you believe that your information is incomplete or incorrect, you may request that it be corrected,
* Request deletion or disposal of your information in accordance with the provisions of Article 7 of the Law,
* Request the third parties to whom your information is transmitted to be notified of your requests specified in paragraphs (c) and (d) and that they perform the same transactions,
* You may object to an unfavourable result of your data being analysed by automated systems or if you believe that it has been recorded or used unlawfully and if you have suffered for this reason, you may request being compensated.

If your application for these purposes requires an additional cost, you will be required to pay the fee determined by the Personal Data Protection Board to the Data Officer in accordance with the Communiqué on the Procedures and Principles of Application. If your application is answered in writing, no fee will be charged up to the first 10 (ten) pages, and a processing fee of 1 TL will be charged for each page above 10 (ten) pages. If the answer to your application is given on a recording medium such as CD, flash memory, the fee will be charged to you as much as the cost of the recording medium.

The requests in your application will be concluded as soon as possible according to the nature of the request and within 30 (thirty) days at the latest.

In order to benefit from your rights under the Law, you must submit your application in Turkish and writing to TCC and to get detailed information, [you can visit the website of the Personal Data Protection Authority.](http://www.kvkk.gov.tr/)

You can make your applications by means of;

1. After filling in the form at the address of tccthechaircompany@hs03.kep.tr, handing in a wet signed copy of it personally or by means of notary to the address of **NOSAB Ceviz Caddesi No: 7 Nilüfer / Bursa**,
2. After filling out the form at tccthechaircompany@hs03.kep.tr and signing it with your "secure electronic signature" within the scope of Electronic Signature Law No. 5070, you can send the secure electronic signed form to **tccthechaircompany@hs03.kep.tr** by registered e-mail.

In the application that contains your explanations about the right that you have as a personal data owner and that you will make and demand to use your rights mentioned above; the matter you are requesting must be clear and understandable, the matter that you requested must be related to you or if you are acting on behalf of someone else, you will need to submit your notarized special power of attorney.

It is mandatory to have your name, surname, signature, TR ID number, residence or workplace address, e-mail address, telephone and fax number and the subject matter of your application in accordance with the "Communiqué on the Procedures and Principles of Application to the Data Officer”. Applications without these elements shall be rejected by TCC .

TCCreserves the right to make changes in this clarification text due to the reasons arising from the Law, secondary regulations and Board decisions. Changes to the clarification text and the current text will be effective immediately as of the date of notification.

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