

## **CLARIFICATION TEXT CONCERNING THE PROCESSING OF PERSONAL DATA**

As Global Communities Inc. Türkiye Temsilciliği (“**Global Communities**”), protecting privacy related to private life especially the protection of fundamental rights and freedoms, ensuring and protecting information security, respecting ethical values are among our primary principles. In order to fulfill the clarification obligation arising from Article 10 of PDPL, the following explanations of our Association, which has the title of Data Controller within the scope of Law No. 6698 on Protection of Personal Data (“**PDPL**”), regarding the processing and protection of your personal data and sensitive personal data are submitted to your information.

For the purposes of complying with Global Communities' legal obligations and ensuring the security of the Association and eliminating risks, checking whether they are on the list of persons who should not be included in the services and products received, and keeping a record of the host information, including the contract; Your personal data in the following data categories provided by you or submitted to us by our employees will be processed electronically or physically using automatic and/or non-automatic security and information systems. The categories of personal data processed about you are listed below:

- Your credentials (name surname, TR identity number, date of birth, identity card and passport photocopies)
- Your Contact Information (phone number)
- Address
- Bank account information and receipts of rent payments
- Rent Information

Your personal data is processed and stored in a way that only authorized persons can access and by taking other necessary information security measures, when necessary, by encrypting provided that it is not used outside the stated purpose and scope in order not to be exposed to unauthorized access, lost or damaged in the environments where they are processed and stored.

Your personal data is based on the purpose of providing communication when necessary and providing fringe benefits to our employees due to the rental agreement and rental relationship concluded between you and our employee. Your personal data, KVKK m. In accordance with clause 5/2 (c), it is based on "the data controller's fulfillment of its legal obligations" and in accordance with clause (f), "data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person". Your personal data is shared with legal authorities only if necessary, based on the same purpose and legal reasons.

### **Your Rights in accordance with Article 11 of PDPL and Our Contact Information**

If you wish to exercise your rights as a data subject according to Article 11 of the Law, you may submit your written application to our address 15 Temmuz mah. 148031 nolu sok. No:3 A and B block 27090, Sehitkamil, Gaziantep or send your submission to [chfinternational@hs02.kep.tr](mailto:chfinternational@hs02.kep.tr) (Registered E-Mail Address) or send an e-mail to [kvkkiletisim@globalcommunities.org](mailto:kvkkiletisim@globalcommunities.org) (if you have an e-mail registered in our system) by filling in the form published at [Personal Data Protection and Privacy Policy](#) in accordance with the Communiqué on Procedures & Principles of the Application to Data Controllers.

**Data Controller:**

Global Communities Inc. Türkiye Temsilciliđi

15 Temmuz mah. 148031 nolu sok No:3 A ve B Blok Şehitkamil/Gaziantep

Phone: 0342 290 3183

Gaziantep Provincial Associations Directorate/ register no: US-27-001-097

*I have read and understood.*

Date : \_\_/\_\_/202..

Name-Surname : \_\_\_\_\_

Signature : \_\_\_\_\_