

PRIVACY AND COOKIE POLICY

Helvacı Laik Aşar Attorneys at Law (“**Helvacı Laik Aşar**”) considers important privacy and safety of the personal data processed within the scope of its operations. Therefore, this Privacy and Cookie Policy (the “**Privacy Policy**”) has been prepared by Helvacı Laik Aşar, who is data controller in accordance with Personal Data Protection Law numbered 6698 (the “**PDPL**”) and related legislation, regarding the processed personal data of the person (“**Related Person**”) who visits the website www.hla-law.com (“**Website**”).

Helvacı Laik Aşar kindly recommends the Related Person to read the Privacy Policy before using the Website, and states that it reserves the right to make changes in the Privacy Policy, and if any change is made, the updated version shall be published on the Website.

I. Personal Data to be Processed

The personal data shared by the Related Person voluntarily through the "Newsletter Subscription Form", "Contact Form" and other contact addresses shared on the Website, or within the scope of applying for a job to Helvacı Laik Aşar and then conducting the recruitment process such as identity information, contact information, education information, work experience information and any other shared personal data are processed.

II. Purpose and Legal Reason for Processing Personal Data

To be able to understand and improve the user experiences of the Related Person, to carry out the job application processes, to benefit from the Website and its bulletins, publications and contents if subscribed, to consider questions, opinions, applications and suggestions through communication channels, to evaluate opinions and/or thoughts, and in this context, in order to contact the Related Person, Helvacı Laik Aşar is processed the personal data of the Related Person within the scope of Article 5/2 (f) of the PDPL, for legal reason of that data processing is necessary for the protection of the legitimate interests of Helvacı Laik Aşar, provided that it does not harm the fundamental rights and freedoms of the Relevant Person.

In addition to that, personal data of the Related Person may be processed in case clearly stipulated in the law, being directly related to the establishment or performance of a contract, fulfilling a legal obligation, being made public by the Related Person, being mandatory for the establishment, exercise or protection of a right, and data processing obligatory for the legitimate interests of Helvacı Laik Aşar pursuant to Article 5/2 of the PDPL.

Personal data of the Related Person shall be processed in accordance with the principle stated in Article 4 of the PDPL and with the terms stated in Article 5 and 6 of the PDPL, while it is being processed within the scope of the purposes and legal reasons mentioned above. In this context, personal data shall be processed in accordance with the rules of law and honesty, accurately and up to date when necessary, in connection with the purpose for which they are processed for specific, clear and legitimate purposes, in a limited and measured manner, and the personal data shall be retained for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

III. Collection Method of Personal Data

The personal data of the Related Person has been collected within the scope of communication channels, job application channels and bulletin subscription, and may be processed by automatic, partially automatic or non-automatic methods.

IV. Transfer of Personal Data

Personal data to be processed may be transferred to the third parties whom service is received/cooperated, if it is necessary for the fulfillment of the above-mentioned purposes and legal reasons; and be transferred to public institutions/organizations and judicial bodies, if it is requested and necessary for the fulfillment of Helvacı Laik Aşar's legal obligations and the protection of its rights.

Helvacı Laik Aşar receives services from information systems service providers in order to correspond electronically, store and transmit information and documents, and use electronic mail systems. When Helvacı Laik Aşar is reached via the Contact Form on the website or via e-mail and personal data is shared, the personal data of the Related Person is shared with the information systems service providers from which the service is received.

V. Cookies

Helvacı Laik Aşar uses cookie technologies (the “**Cookies**”) to improve the Website experience of the Related Person in line with their needs. The Cookies are text files that the Website server sends to the Related Person's hard disk when the Website is visited. These text files do not process any personal data.

The Cookies used on the Website are the Cookies that are used to increase the user experience of the Related Person and are kept on the hard disk for a short time. They are automatically deleted and do not process any personal data.

The use of the Cookies is entirely at the discretion of the Related Person, and the Related Person may stop and prevent the use of the Cookies and delete the data collected through the Cookies. The Related Person's blocking, stopping and deleting the use of the Cookies may affect the correct functioning of the Website.

VI. Rights of the Related Person

- a. Rights of the Related Person within the scope of Article 11 of the PDPL are as below:
- b. Learn whether or not her/his personal data have been processed,
- c. Request information as to processing if her/his data have been processed,
- d. Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose,
- e. Know the third parties in the country or abroad to whom personal data have been transferred,
- f. Request rectification in case personal data are processed incompletely or inaccurately,
- g. Request the deletion or destruction of personal data in the event that the reasons requiring processing disappear, despite the fact that it is processed in accordance with the provisions of the PDPL and other relevant laws,

- h. Request notification of the operations made as per indents (d) and (e) to third parties to whom personal data have been transferred,
- i. Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems,
- j. Request compensation for the damages in case the Related Person incurs damages due to unlawful processing of personal data.

In order to use the right mentioned above, the Related Person may submit his/her request explaining which of the rights set forth in Article 11 of the PDPL, in writing or by registered e-mail address, secure electronic signature, or by e-mail address previously notified to Helvacı Laik Aşar by the Relevant Person and registered in Helvacı Laik Aşar's system.

In the application to be made:

- i. Name, surname and signature if the application is written,
- ii. Address for service,
- iii. For citizens of the Republic of Turkey, T.C. identification number, nationality for foreigners, passport number or if available, identification number,
- iv. If available, the e-mail address, telephone and fax number for notification,
- v. The subject of the request is mandatory.

Information and documents related to the subject should be attached to the application. Written applications may be sent to the address "AND Pastel T3 Blok K: 18 D:160 34870 Kartal/Istanbul" including the wet signature of the Related Person.

Applications shall be evaluated within the framework of the PDPL, relevant legislation and Board decisions, valid applications shall be processed within this framework and the applicant shall be informed.

Helvacı Laik Aşar has the right to accept or reject the application by explaining its reason, within the framework of the Communiqué on Application Procedures and Principles to the Data Controller. Reply of Helvacı Laik Aşar shall be notified to the Related Person in writing or electronically, as soon as possible and within thirty days at the latest, free of charge, depending on the nature of the request. However, if the process requires a separate cost, the fee specified in Article 7 of the Communiqué on Application Procedures and Principles may be charged.

Contact

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