

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA THROUGH THE CONTACT FORM

Helvacı Laik Aşar Attorneys at Law (“**Helvacı Laik Aşar**”) considers important privacy and safety of the personal data processed with attorney-client confidentiality within the scope of its operations. Therefore, this Privacy Notice on the Processing of Personal Data Through the Contact Form (the “**Privacy Notice**”) has been prepared by Helvacı Laik Aşar, who is a data controller in accordance with Personal Data Protection Law numbered 6698 (the “**PDPL**”) and related legislation.

The Privacy Notice aims to inform the those, who contact the Helvacı Laik Aşar (the “**Related Person**”), about the processed personal data within the scope of the contact form filled on the website www.hla-law.com (the “**Website**”).

I. Personal Data to be Processed

Identity information, contact information and any other personal data shared in the content of the message sent by the Related Person, within the scope of their consent, through the "Contact Form" on the Website or other contact addresses shared on the Website in order to communicate with Helvacı Laik Aşar are processed.

II. Purpose and Legal Reason for Processing Personal Data

Personal data shared with Helvacı Laik Aşar as a result of filling out the contact form by the Relevant Person shall be collected, recorded, processed, stored and classified on following legal grounds for the purpose of answering questions and/or requests, evaluating opinions and/or thoughts, and communicating with the Related Person within this scope:

- i. Due to the legal reason that it is compulsory for Helvacı Laik Aşar to fulfill its legal obligations within the scope of Article 5/2-ç of the PDPL,
- ii. Establishment, exercise or protection of the rights of the Helvacı Laik Aşar within the scope of Article 5/2-e of the PDPL,
- iii. If data processing is mandatory for the legitimate interests of Helvacı Laik Aşar, provided that it does not harm the fundamental rights and freedoms of the person concerned within the scope of Article 5/2-f 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 of processing.

III. Collection Method of Personal Data

Personal data shared by the Related Person via the contact form on the Website or other contact addresses shared on the Website or shared by third parties in order to communicate with Helvacı Laik Aşar has been collected verbal, written and electronic media and may be processed by automated, partially automated, or non-automated 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. 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 has been used in accordance with their purpose,
- e. Know the third parties in the country or abroad to whom personal data has been transferred,
- f. Request rectification in case personal data has been 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 the rights set forth in Article 11 of the PDPL, which he/she would like to use, 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

Helvacı Laik Aşar Attorneys at Law

T: +90 216 706 44 52 **M:** info@hla-law.com

And Pastel T3 Blok K:18 D:160 34870, Kartal İstanbul