

KONYA KAĞIT SAN. VE TİC. A.Ş.
CUSTOMER CLARIFICATION TEXT

This disclosure text has been prepared by Konya Kağıt San. ve Tic. A.Ş. ("Konya Kağıt") as the data controller within the scope of Article 10 of the Law No. 6698 on the Protection of Personal Data ("Law") and the Communiqué on the Procedures and Principles to be Followed in Fulfilment of the Disclosure Obligation.

MERSİS Number: 0872 0066 4560 0026
Address: Büyükkayacık Mah. O.S.B. Vezirköy Cad. No:1 42160 Selçuklu/KONYA
Telephone: 0 332 239 00 54 E-mail: kagit_info@konyakagit.com.tr

The purposes and legal reasons for processing the personal data of Konya Kağıt customers are given below:

Personal Data	Purpose of Processing	Legal Grounds
Invoice information (Name, Surname, Turkish ID No, Country, City, Payment Information, Tax Office, Mersis No, Trade Registry No, E-Mail etc. Information in the Invoice)	Fulfilling Legal Obligations to Issue Invoices, Execution of Goods / Service Sales Processes	Explicit Provision in the Law
Contract Information (Name, Surname, Turkish ID Number, Signature, Contract Content, Signature Circular, etc. Information in the Contract and its Annexes)	Preparation of the Contract and Proof of Customer Relationship	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract
Customer Financial Information (Name, Surname, T.R. ID No, Iban Information, Bank Information, etc. Information Required to Make Payment)	Making Payments to Our Customers in Necessary Situations Such as Returns etc,	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract; If data processing is mandatory for the establishment, exercise or protection of a right
Contact Information (E-mail Address, Mobile/Phone Number etc. Information Required for Contact)	Execution of Communication Activities with Our Customers, Performance of the Contract	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract

Request and Complaint Data (All Requests and Complaints Submitted by Our Customers)	To meet the demands and complaints of our customers during the execution of customer relations	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract; 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 data subject
Appointment Information (Information on Appointments Organised with Our Customers)	Monitoring and Execution of Customer Appointments	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract; 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 data subject
Order Information and Goods Acceptance Information (Information Regarding Our Customers' Orders and Goods Acceptance)	Tracking and Execution of Customer Orders	Provided that it is directly related to the establishment or execution of the contract, Necessity of Processing Personal Data of the Parties to the Contract, Explicit Provision in the Law

We may share all your personal data obtained with authorised public institutions and organisations in order to fulfil our obligations arising from the legislation, and with our lawyer, authorised judicial authorities and administrative institutions in order to exercise our litigation and defence rights. In addition; We may share your Invoice Information, Contract Information, Customer Financial Information and Order Information data with legally authorised persons in order to carry out accounting transactions and fulfil our legal obligations.

Your processed personal data will be processed by non-automatic methods through your declarations, e-mails you send, forms you fill out, or automatically through integration.

You have the following rights regarding your processed personal data in accordance with Article 11 of the Personal Data Protection Law No. 6698:

- To learn whether your personal data is processed by applying to our company and to request information if your personal data has been processed,
- To learn whether your personal data has been processed or not, and if processed, to request information about it,
- To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To learn the third parties to whom your personal data is transferred domestically or abroad,
- To request correction of your personal data in case of incomplete or incorrect processing,
- To request the deletion or destruction of your personal data within the conditions stipulated in Article 7 of the Law No. 6698 on the Protection of Personal Data,
- In the event that your personal data is deleted or destroyed for the above reasons, to request information to be given to third parties to whom they are transferred,
- Object to the occurrence of a result to your detriment by analysing your processed personal data exclusively through automated systems,
- In case you suffer damage due to unlawful processing of your personal data, to request compensation for your damage.

When exercising your above rights, if the transaction requires an additional cost, a fee will be charged in accordance with the relevant legislation.

Pursuant to Article 11 of Law No. 6698, you can make your requests by submitting the Application Form in the Personal Data Protection menu of the website www.konyakagit.com.tr to Konya Kağıt by using one of the communication channels in the application form or by sending it to the company address by mail.

Konya Kağıt San. ve Tic. A.Ş.