

## **GÜRKAN KAYABAŞOĞLU PDPL CLARIFICATION TEXT**

As GÜRKAN KAYABAŞOĞLU, we have prepared this Clarification Text to inform you about the processing, storage, and transfer of your personal data within the scope of the legislation related to the Personal Data Protection Law (KVKK) No. 6698.

### **Which Personal Data of Yours is Processed?**

- 1- Identity
- 2- Execution of Finance and Accounting Affairs
- 3- Execution of Emergency Management Processes
- 4- Execution of Information Security Processes
- 5- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- 6- Execution of Employee Candidate Application Processes
- 7- Fulfillment of Employment Contract and Legislative Obligations for Employees
- 8- Execution of Fringe Benefits and Interests Processes for Employees
- 9- Execution of Employee Satisfaction and Loyalty Processes
- 10- Execution of Audit / Ethical Activities
- 11- Execution of Educational Activities
- 12- Execution of Access Authorizations
- 13- Execution of Activities in Accordance with the Legislation
- 14- Execution of Company / Product / Service Loyalty Processes
- 15- Ensuring Physical Space Security
- 16- Execution of Assignment Processes

- 17- Follow-up and Execution of Legal Affairs
- 18- Execution of Internal Audit/ Investigation / Intelligence Activities
- 19- Execution of Communication Activities
- 20- Planning of Human Resources Processes
- 21- Execution / Audit of Business Activities
- 22- Execution of Occupational Health / Security Activities
- 23- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- 24- Execution of Business Continuity Activities
- 25- Execution of Goods / Services Purchasing Processes
- 26- Execution of After-Sales Support Services for Goods / Services
- 27- Execution of Goods / Services Sales Processes
- 28- Execution of Goods / Services Production and Operation Processes
- 29- Execution of Customer Relationship Management Processes
- 30- Execution of Activities Directed at Customer Satisfaction
- 31- Organization and Event Management
- 32- Execution of Marketing Analysis Studies
- 33- Execution of Performance Evaluation Processes
- 34- Execution of Advertising / Campaign / Promotion Processes
- 35- Execution of Risk Management Processes
- 36- Execution of Storage and Archive Activities
- 37- Execution of Social Responsibility and Civil Society Activities

- 38- Execution of Contract Processes
- 39- Execution of Strategic Planning Activities
- 40- Follow-up of Requests / Complaints
- 41- Execution of Wage Policy
- 42- Execution of Marketing Processes of Products / Services
- 43- Ensuring the Security of Data Controller Operations
- 44- Foreign Personnel Work and Residence Permit Procedures
- 45- Execution of Investment Processes
- 46- Execution of Talent / Career Development Activities
- 47- Providing Information to Authorized Persons, Institutions and Organizations
- 48- Execution of Management Activities
- 49- Creation and Follow-up of Visitor Records

## **2- Communication**

- Execution of Emergency Management Processes
- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees
- Execution of Employee Satisfaction and Loyalty Processes

- Execution of Audit / Ethical Activities
- Execution of Educational Activities
- Execution of Access Authorizations
- Execution of Activities in Accordance with the Legislation
- Execution of Company/ Product / Service Loyalty Processes
- Ensuring Physical Space Security
- Execution of Assignment Processes
- Follow-up and Execution of Legal Affairs
- Execution of Internal Audit/ Investigation / Intelligence Activities
- Planning of Human Resources Processes
- Execution / Audit of Business Activities
- Execution of Occupational Health / Security Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Execution of Business Continuity Activities
- Execution of Logistics Activities
- Execution of Goods/Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods/Services Sales Processes
- Execution of Goods/ Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management

- Execution of Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Risk Management Processes
- Execution of Storage and Archive Activities
- Execution of Social Responsibility and Civil Society Activities
- Execution of Contract Processes
- Execution of Sponsorship Activities
- Execution of Strategic Planning Activities
- Follow-up of Requests / Complaints
- Ensuring the Security of Movable Property and Resources
- Execution of Supply Chain Management Processes
- Execution of Wage Policy
- Execution of Marketing Processes of Products / Services
- Ensuring the Security of Data Controller Operations
- Foreign Personnel Work and Residence Permit Procedures
- Execution of Investment Processes
- Execution of Talent / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities
- Creation and Follow-up of Visitor Records

- Execution of Finance and Accounting Affairs
- Execution of Communication Activities

### **3- Location**

- Execution of Emergency Management Processes
- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Educational Activities
- Execution of Access Authorizations
- Execution of Assignment Processes
- Execution of Logistics Activities
- Execution of Goods / Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods / Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Storage and Archive Activities
- Execution of Contract Processes

- Execution of Strategic Planning Activities
- Follow-up of Requests/Complaints
- Foreign Personnel Work and Residence Permit Procedures
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities
- Creation and Follow-up of Visitor Records

#### **4- Personnel**

- Execution of Emergency Management Processes
- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees
- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Execution of Educational Activities
- Execution of Access Authorizations
- Execution of Activities in Accordance with the Legislation
- Execution of Finance and Accounting Affairs
- Execution of Company/ Product / Service Loyalty Processes

- Execution of Assignment Processes
- Follow-up and Execution of Legal Affairs
- Execution of Internal Audit/ Investigation / Intelligence Activities
- Execution of Communication Activities
- Planning of Human Resources Processes
- Execution / Audit of Business Activities
- Execution of Occupational Health / Security Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Execution of Business Continuity Activities
- Execution of Goods/ Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods / Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Risk Management Processes
- Execution of Storage and Archive Activities
- Execution of Social Responsibility and Civil Society Activities
- Execution of Contract Processes

- Execution of Strategic Planning Activities
- Follow-up of Requests / Complaints
- Foreign Personnel Work and Residence Permit Procedures
- Execution of Talent / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities

## **5- Legal Action**

- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees
- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Follow-up and Execution of Legal Affairs
- Execution of Internal Audit/Investigation / Intelligence Activities
- Planning of Human Resources Processes
- Foreign Personnel Work and Residence Permit Procedures
- Execution of Investment Processes

## **6- Customer Transaction**

- Execution of Finance and Accounting Affairs
- Execution of Communication Activities

## **7- Finance**

- Execution of Finance and Accounting Affairs
- Ensuring the Security of Data Controller Operations

## **8- Physical Space Security**

- Execution of Emergency Management Processes
- Ensuring Physical Space Security
- Ensuring the Security of Data Controller Operations

## **9- Transaction Security**

- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees

- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Execution of Access Authorizations
- Ensuring Physical Space Security
- Execution of Storage and Archive Activities
- Ensuring the Security of Data Controller Operations

## **10- Risk Management**

- Execution of Emergency Management Processes
- Follow-up of Requests / Complaints
- Ensuring the Security of Data Controller Operations

## **11- Finance**

- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees
- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Access Authorizations
- Execution of Activities in Accordance with the Legislation

- Execution of Finance and Accounting Affairs
- Execution of Internal Audit/ Investigation / Intelligence Activities
- Execution of Wage Policy
- Execution of Marketing Processes of Products / Services
- Ensuring the Security of Data Controller Operations

## **12- Professional Experience**

- Execution of Emergency Management Processes
- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees
- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Execution of Educational Activities
- Execution of Access Authorizations
- Execution of Activities in Accordance with the Legislation
- Execution of Finance and Accounting Affairs
- Execution of Company / Product / Service Loyalty Processes
- Ensuring Physical Space Security

- Execution of Assignment Processes
- Follow-up and Execution of Legal Affairs
- Execution of Internal Audit/ Investigation / Intelligence Activities
- Execution of Communication Activities
- Planning of Human Resources Processes
- Execution / Audit of Business Activities
- Execution of Occupational Health / Security Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Execution of Business Continuity Activities
- Execution of Logistics Activities
- Execution of Goods/ Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods / Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management
- Execution of Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Risk Management Processes

- Execution of Storage and Archive Activities
- Execution of Social Responsibility and Civil Society Activities
- Execution of Contract Processes
- Execution of Sponsorship Activities
- Execution of Strategic Planning Activities
- Follow-up of Requests / Complaints
- Ensuring the Security of Movable Property and Resources
- Execution of Supply Chain Management Processes
- Execution of Wage Policy
- Execution of Marketing Processes of Products / Services
- Ensuring the Security of Data Controller Operations
- Foreign Personnel Work and Residence Permit Procedures
- Execution of Investment Processes
- Execution of Talent / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities
- Creation and Follow-up of Visitor Records

### **13- Marketing**

- Execution of Goods / Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services

- Execution of Goods/ Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management
- Execution of Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Contract Processes
- Execution of Wage Policy
- Execution of Marketing Processes of Products / Services
- Ensuring the Security of Data Controller Operations
- Execution of Management Activities

#### **14- Visual and Audio Records**

- Execution of Emergency Management Processes
- Execution of Audit / Ethical Activities
- Execution of Access Authorizations
- Ensuring Physical Space Security
- Execution of Business Continuity Activities
- Ensuring the Security of Data Controller Operations

## 15- Race and Ethnic Origin

- Execution of Internal Audit/ Investigation / Intelligence Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Execution of Business Continuity Activities
- Execution of Goods / Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods / Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management
- Execution of Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Risk Management Processes
- Execution of Storage and Archive Activities
- Execution of Contract Processes
- Execution of Sponsorship Activities
- Execution of Wage Policy
- Ensuring the Security of Data Controller Operations

- Foreign Personnel Work and Residence Permit Procedures
- Execution of Investment Processes
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities
- Creation and Follow-up of Visitor Records

#### **16- Health Information**

- Providing Information to Authorized Persons, Institutions and Organizations

#### **17- Sexual Life**

- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Execution of Business Continuity Activities
- Execution of Goods / Services Sales Processes
- Execution of Goods / Services Production and Operation Processes

#### **18- Criminal Conviction and Security Measures**

- Execution of Information Security Processes
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Employee Candidate Application Processes
- Fulfillment of Employment Contract and Legislative Obligations for Employees
- Execution of Fringe Benefits and Interests Processes for Employees

- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Execution of Access Authorizations
- Execution of Activities in Accordance with the Legislation
- Ensuring the Security of Data Controller Operations
- Execution of Management Activities

## **19- Genetic Data**

- Execution of Goods / Services Purchasing Processes
- Execution of After-Sales Support Services for Goods / Services
- Execution of Goods/ Services Sales Processes
- Execution of Goods / Services Production and Operation Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities Directed at Customer Satisfaction
- Organization and Event Management
- Ensuring the Security of Data Controller Operations
- Execution of Management Activities

---

## 2. To Whom and For What Purposes Can Your Personal Data Be Transferred?

Your personal data may be transferred;

- To Authorized Public Institutions and Organizations for the purposes of executing

activities in accordance with the legislation within the scope stipulated by legal regulations, providing information to authorized persons, institutions, and organizations, fulfilling employment contracts and legislative obligations for employees, and following up and executing legal affairs,

- To Real Persons or Private Law Legal Entities for the purposes of executing business activities, communication activities, occupational health and safety processes, logistics activities, following up on requests and complaints, organization and event management, and executing goods/services purchasing and sales processes,
- To Affiliates and Subsidiaries for the purposes of executing information security processes, executing/auditing business activities, planning human resources processes, executing storage and archive activities, executing finance and accounting affairs, and executing contract processes.

### 3. How Long is Your Personal Data Stored?

If a period is specified in the law or relevant legislation for the storage of data, your personal data must be stored for at least this period. If a period is not foreseen in the law or relevant legislation; it is stored for reasonable periods determined in connection with, limited to, and proportionate to the purposes of processing.

### 4. What Are Your Rights Regarding Your Personal Data as the Data Subject?

Regarding your personal data, you have the rights to;

- Learn whether your personal data is being processed,
- Request information if your personal data has been processed,
- Learn the purpose of processing personal data and whether they are used in accordance with their purpose,
- Know the third parties to whom your personal data is transferred domestically or abroad,
- Request the correction of your personal data if it is incomplete or incorrectly processed,
- Request the deletion or destruction of your personal data within the framework of the conditions stipulated in the PDPL legislation,

- Request that the third parties to whom we transferred your personal data be notified when you request the correction of incomplete or incorrect data and the deletion or destruction of your personal data,
- Object to the occurrence of a result against you by analyzing the processed data exclusively through automated systems, and
- Request the compensation of the damage in case you suffer damage due to the unlawful processing of personal data.

## 5. How Can You Exercise Your Rights as the Data Subject?

You can exercise your applications and requests regarding your personal data by;

- Applying in person to the GÜRKAN KAYABAŞOĞLU Clinic with a valid identity document,
- Sending your petition signed with your electronic signature or mobile signature via your registered electronic mail to gurkan.kayabasoglu.1@hs01.kep.tr.

Pursuant to the Communiqué on the Procedures and Principles of Application to the Data Controller, in the application of the Data Subject, name, surname, signature if the application is written, Turkish Republic identity number (if the applicant is a foreigner, their nationality, passport number or identity number, if any), the residential or workplace address for notification, the electronic mail address, telephone number, and fax number for notification, if any, and information regarding the subject of the request must be included.

The Data Subject must clearly and understandably state the requested matter in the application they will make to exercise the above-mentioned rights and containing explanations regarding the right they request to exercise. Information and documents related to the application must be attached to the application. Although the subject of the request must be related to the applicant's person, if acting on behalf of someone else, the applicant must be specifically authorized in this regard and this authority must be documented (power of attorney). In addition, the application must contain identity and address information, and documents verifying identity must be attached to the application. Requests made by unauthorized third parties on behalf of others will not be evaluated.

**6. How Soon Are Your Requests Regarding the Processing of Your Personal Data Answered?** They will be answered within a maximum of 30 days from the date they reach our Institution.