

UNICONSULT DANIřMANLIK HİZMETLERİ LİMİTED řİRKETİ
INFORMATION NOTICE REGARDING THE WEBSITE CONTACT FORM
(<https://www.uniconsult.com.tr>)

This information notice has been prepared by Uniconsult Danıřmanlık Hizmetleri Limited řirketi (“**Uniconsult**”), in its capacity as Data Controller, in accordance with Article 10 of the Law No. 6698 on the Protection of Personal Data (“**Law**”) and the Communiqué on the Principles and Procedures to be Followed in Fulfillment of the Obligation to Inform, for the purpose of fulfilling its obligation to inform data subjects.

1. Identity of the Data Controller

Uniconsult processes your personal data in its capacity as the “Data Controller” within the scope of the Law. You may contact Uniconsult using the contact details provided below.

Address: Halaskargazi Cad. Çiftkurt Apt. 226/19 řiřli/ ISTANBUL

E-Mail: iletisim@uniconsult.com.tr

Phone Number: 0 (212) 805 09 00

2. Categories of Data Subjects Whose Personal Data Are Processed

Individuals who complete the contact form available in the “**Contact**” section of the website located at <https://www.uniconsult.com.tr> constitute the relevant data subject group under this Information Notice.

This group includes **website visitors** -*such as clients, prospective clients, business partners, and suppliers.*

3. Personal Data Processed

The personal data processed by **Uniconsult** in relation to the individuals and/or groups specified in Section 2 who complete the contact form available at <https://www.uniconsult.com.tr> are as follows:

Identity Data	Name – Surname
Contact Data	E-Mail Address
Transaction Security Data	Log Records
Other Information (<i>Data Provided via the Contact Form</i>)	Any information disclosed in the “Your Message” section of the contact form

4. Purposes of Personal Data Processing and Legal Basis of the Processing Activity

Your personal data, which are collected electronically through the processing methods specified in Section 6, are processed by Uniconsult for the limited purposes outlined below and based on the legal grounds set forth in Article 5 of the Law (regarding the conditions for lawful processing of personal data):

Processed Data	Purpose of Data Processing	Legal Basis
Identity Data	• Conducting Communication Activities • Execution and Supervision of Business Operations • Management of Customer Relations Processes • Monitoring of Requests / Complaints • Ensuring the Security of the Data Controller’s Operations • Execution of Retention and Archiving Activities <i>(Purposes include verifying the identity of the data subject, responding to contact requests, resolving requests/complaints and opinions, improving and monitoring services provided by the data controller, managing customer relations, serving as evidence in potential disputes, and obtaining necessary information.)</i>	Processing is mandatory for the legitimate interests of the data controller, provided that such interests do not override the fundamental rights and freedoms of the data subject (Article 5/2-f of the Law) Processing is mandatory for the establishment, exercise, or protection of a right (Article 5/2-e of the Law),

Contact Data	• Conducting Communication Activities • Execution and Supervision of Business Operations • Management of Customer Relations Processes • Monitoring of Requests and Complaints • Ensuring the Security of the Data Controller's Operations • Execution of Retention and Archiving Activities <i>(Purposes include verifying the identity of the data subject, responding to contact requests, resolving requests, complaints, and opinions, improving and monitoring services provided by the data controller, managing customer relations, serving as evidence in potential disputes, and obtaining necessary information)</i>	Processing is mandatory for the legitimate interests of the data controller, provided that such interests do not override the fundamental rights and freedoms of the data subject (Article 5/2-f of the Law) Processing is mandatory for the establishment, exercise, or protection of a right (Article 5/2-e of the Law),
Transaction Security Data	• Execution and Supervision of Business Operations • Implementation of Information Security Processes • Ensuring Compliance of Activities with Applicable Legislation • Disclosure of Information to Authorized Persons, Institutions, and Organizations • Ensuring the Security of the Data Controller's Operations • Execution of Retention and Archiving Activities <i>(For the purposes of ensuring the security of services and transactions, verifying the accuracy and currency of information, reporting, serving as evidence in potential</i>	Processing is mandatory for the data controller to fulfill its legal obligations (Article 5/2-ç of the Law) Processing is mandatory for the establishment, exercise, or protection of a right (Article 5/2-e of the Law),

	<i>disputes, and fulfilling obligations to provide, present, report, and inform necessary information in accordance with the requests and audits of authorized persons, institutions, and organizations)</i>	Processing is mandatory for the legitimate interests of the data controller, provided that such interests do not override the fundamental rights and freedoms of the data subject (Article 5/2-f of the Law)
Other Information (Data Provided via the Contact Form)	• Conducting Communication Activities • Management of Customer Relations Processes • Conducting Activities Aimed at Customer Satisfaction • Execution and Supervision of Business Operations • Receiving and Evaluating Suggestions for the Improvement of Business Processes • Monitoring Requests / Complaints • Disclosure of Information to Authorized Persons, Institutions, and Organizations • Ensuring the Security of the Data Controller's Operations • Execution of Retention and Archiving Activities <i>(For the purposes of assisting data subjects regarding the matters they contact us about, addressing their requests, opinions, and suggestions, enabling timely responses, resolving requests, complaints, and opinions, improving and monitoring the services provided by the data controller, managing customer relationships between clients and the data controller, serving as evidence in potential disputes, and fulfilling obligations to provide, present, report, and inform necessary information in accordance with the requests and audits of authorized persons, institutions, and organizations)</i>	Processing is mandatory for the establishment, exercise, or protection of a right (Article 5/2-e of the Law), Processing is mandatory for the legitimate interests of the data controller, provided that such interests do not override the fundamental rights and freedoms of the data subject (Article 5/2-f of the Law)

5. Transferred Personal Data and Recipient Groups

Pursuant to Article 8 of the Law, your personal data specified and processed in Section 3 are transferred in a manner that is proportionate and limited, solely for the purpose of conducting the activities outlined below and for purposes related thereto.

Transferred Data	Purposes of Data Transfer	Data Transfer Group/Groups	Legal Basis for Data Transfer
Identity Data Contact Data Transaction Security Data Other Information (<i>Data provided via the contact form</i>)	For the purpose of fulfilling obligations to provide information and documentation to authorized persons, institutions, or organizations upon request, and for the conduct of legal activities necessary to exercise legal rights such as litigation and the right to respond	Law firm, and, upon request, authorized public institutions, official authorities, and judicial bodies,	Processing is mandatory for the data controller to fulfill its legal obligations (Article 5/2-ç of the Law) Processing is mandatory for the establishment, exercise, or protection of a right (Article 5/2-e of the Law),

6. Method of Personal Data Collection

The personal data you have provided to Uniconsult, along with the information pertaining to you, are collected and processed by employing the methods specified below, in compliance with the Law and Uniconsult's Personal Data Protection and Processing Policy.

- By submitting the contact form available on the website;
- By delivering the contact form to us in person;
- Submitting the contact form through our social media platforms, *(In the event you contact us via social media platforms, we transfer the information contained in the contact form to our own systems. Please note that intermediary social media platforms may also process and/or*

transfer your personal data separately. We do not exercise any control over such platforms' processing and/or transfer activities regarding your personal data);

- d) Through any information, documents, and materials provided by you to Uniconsult or obtained from third parties or public institutions and organizations for reasons prescribed by law, via hard copy, soft copy, web-based software, or information technology data recording system;
- e) By other means not listed above (*for example, by sending the contact form to email addresses authorized by Uniconsult, etc.*)

7. Your Rights as a Data Subject under Article 11 of the Law

Pursuant to Article 11 of the Law, you may submit requests to Uniconsult concerning the following matters related to your personal data:

- a) To inquire whether personal data is being processed,
- b) To request information if personal data has been processed,
- c) To learn the purpose of personal data processing and whether it is used in accordance with that purpose,
- d) To be informed of the third parties within or outside the country to whom personal data is transferred,
- e) To request correction of personal data if it has been processed incompletely or inaccurately,
- f) To request deletion or destruction of personal data within the framework of the conditions set forth in Article 7,
- g) To request notification of the actions taken pursuant to items (e) and (f) to the third parties to whom the personal data has been transferred,
- h) To object to the emergence of a result against oneself by means of exclusive analysis of the processed data through automated systems,
- i) To demand compensation for damages in the event of unlawful processing of personal data.

Should you submit your requests regarding your rights to Uniconsult using any of the methods outlined below, Uniconsult shall evaluate and finalize the request free of charge as soon as possible and in any event within thirty days. However, if the process entails additional costs, Uniconsult reserves the right to charge a fee in accordance with the tariff determined by the Personal Data Protection Board ("Board"). Pursuant to Article 13, paragraph 1 of the Law, you may exercise the aforementioned rights by submitting a written request or by using other methods prescribed by the Board. Accordingly, the channels and procedures for submitting written applications to Uniconsult under Article 11 of the Law are explained below. To exercise your rights, you must complete and sign the Data Subject Application Form available at <http://www.uniconsult.com.tr> and submit the signed form or an original signed petition requesting the exercise of your rights through one of the following methods:

- By delivering it in writing, along with identification documents verifying your identity, to the address at **Halaskargazi Cad. Çiftkurt Apt. 226/19 Şişli/ ISTANBUL**,
- By sending it via notary public or registered mail with return receipt to the above address,
- By sending it via e-mail to iletisim@uniconsult.com.tr, provided that your e-mail address is registered within Uniconsult's system.