

WEBSITE CONTACT FORM
CLARIFICATION TEXT ON THE
PROCESSING OF PERSONAL DATA
(<https://www.uniconsult.com.tr>)

This clarification text was prepared by Unicollect İnteraktif Hizmetler ve Danışmanlık A.Ş. (“**Uniconsult**”) in the capacity of data controller to fulfill their obligation to inform as per article 10 of the Personal Data Protection Law no. 6698 (the “**Law**”) and the Communiqué on the Principles and Procedures to be Followed in Fulfilling the Obligation to Inform.

1. Identity of the Data Controller

Uniconsult processes your data in the capacity of “Data Controller” in accordance with the Law. You may contact **Uniconsult** through the contact information given below.

Address: Barbaros Mah. Begonya Sk. No:7
A+Live Plaza Kat:11 Ataşehir/İSTANBUL

E-Mail: iletisim@uniconsult.com.tr

Phone: 0216 222 00 77

2. Data Subject Categories

The following persons who fill out the contact form under the section “**Contact Us**” on the website <https://www.uniconsult.com.tr>;

- Visitors of our Website (*clients, potential clients, business partners, suppliers, employee candidates*)

3. Processed Personal Data

The personal data of the data subjects/categories who filled out the contact form at the URL address <https://www.uniconsult.com.tr> and whose personal data are processed as specified in section 2 are as follows:

Identification Data	Name-Surname
Contact Data	E- Mail Address
Other Information (<i>Data processed with the Contact Form</i>)	Information Disclosed in the “Your Message” Sections in the Contact Form by the Data Subjects/Categories Whose Personal Data are Processed

4. Purposes of Processing the Personal Data

Your personal data are processed by the data controller in a limited capacity for the purposes listed below.

Identification Data	Conducting Communication Activities, Conducting / Supervising Business Activities, Monitoring Requests / Complaints, Ensuring the Security of Data Controller Operations (<i>To address and confirm the contacted person correctly, use as evidence in case of disputes, monitor the requests/complaints of the website's visitors</i>)
Contact Data	Conducting Communication Activities, Conducting / Supervising Business Activities, Monitoring Requests / Complaints, Ensuring the Security of Data Controller Operations (<i>To get back to the contacted person, use as evidence in case of disputes, monitor the requests/complaints of the website's visitors</i>)
Other Information	Conducting Communication Activities, Conducting / Supervising Business Activities, Monitoring Requests / Complaints, Ensuring the Security of Data Controller Operations (<i>To help the data subject regarding their reason for contacting, meeting the requests of the data subject, answer the questions of the data subject and get back to the data subject</i>)

5. Personal Data Transferred and Recipient Categories

Your personal data that is processed as specified in section 3 may be shared with requesting official authorities/institutions and organizations, to the extent allowed by the **Law on the Regulation of Publications on the Internet and the Suppression of Crimes Committed by Means of Such Publications no. 5651, Personal Data Protection Law no. 6698, Turkish Penal Code no. 5237** within the scope of communication activities upon request.

6. Personal Data Collection Method

Your personal data are collected and processed using the following collection methods in accordance with the Law and **Uniconsult's** Personal Data Protection and Processing Policy.

1. By sending the contact form in the website,
2. By a personal delivery of your contact form,
3. By your delivery of the contact form through our social media platforms (*If you contact us via social media platforms, we transfer your information on the contact form to our own systems. We would like to point out that, intermediary social media platforms can also process and/or transfer your personal data. We have no control over the processing and/or transfer activities of such platforms that involve your personal data*).
4. Through Hard Copy, Soft Copy, Web-Based Software, Information Technologies Data Registration System, through any information and document you submitted to **Uniconsult** and 3rd parties, acquired from public institutions and agencies due to reasons stipulated by the laws.

5. Through other means not listed above (e.g. sending a newsletter subscription form/request to the e-mail addresses under Uniconsult's authority etc.)

7. Legal Basis for the Processing of the Personal Data

Your personal data, which are collected in writing and in electronic media using the processing methods listed above are processed based on the following legal reasons as specified in article 5 of the Law (*conditions for processing personal data*);

- Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.

Additionally, upon request and to the extent allowed by the relevant legislation, for the purpose of sharing the data with the official authorities/institutions, they may be processed based on the following legal reasons:

- Data processing is necessary for the establishment, exercise or protection of any right.

8. Your Rights as Listed in Article 11 of the Law no. 6698

As per article 11 of the Law, you may file an application to **Uniconsult** and make the following requests regarding your personal data:

- a) To learn whether your personal data are processed or not,
- b) To demand for information as to if your personal data have been processed,
- c) To learn the purpose of the processing of your personal data and whether these personal data are used in compliance with the purpose,
- ç) To know the third parties to whom your personal data are transferred in country or abroad,
- d) To request the rectification of the incomplete or inaccurate data, if any,
- e) To request the erasure or destruction of your personal data under the conditions referred to in Article 7,
- f) To request reporting of the operations carried out pursuant to sub-paragraphs (d) and (e) to third parties to whom your personal data have been transferred,
- g) To object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
- ğ) To claim compensation for the damage arising from the unlawful processing of your personal data.

If you submit your requests regarding your rights to **Uniconsult** using the methods specified below, **Uniconsult** shall finalize the request free of charge as soon as possible and within thirty days at the latest depending on the nature of said request. However, if the procedure involves additional costs, **Uniconsult** shall charge the fee specified in the tariff determined by the Personal Data Protection Board (the “**Board**”). In this regard, as per the 1st paragraph of article 13 of the Law, you may send your request to exercise the rights listed above to **Uniconsult** in writing and using other methods to be determined by the Board. The channels and procedures through which you may submit your written request to **Uniconsult** under article 11 of the Law are explained below. In order to exercise your aforementioned rights, you may fill out and sign the data subject application form, a sample of which is given at the address <https://www.uniconsult.com.tr>, and send this application form or an original signed petition that you drafted to exercise your rights;

- To the address **Barbaros Mah. Begonya Sk. No:7 A+Live Plaza Kat:11 Ataşehir/İSTANBUL** with identifying documents in writing,
- To the address above via notary or certified mail with return receipt requested,
- If your e-mail address is registered at **Uniconsult**, in the form of an e-mail to the address iletisim@uniconsult.com.tr.