**OTOSAR OTOMOTİV TURİZM SANAYİ TİCARET A.Ş.**

**INFORMATIVE TEXT FOR EMPLOYEES ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

# GENERAL EXPLANATION AND DEFINITIONS

This text has been prepared in order to ensure that Sarar Otomotiv Petrol Ürünleri Turizm ve Sanayi Ticaret A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

|  |  |  |
| --- | --- | --- |
| Title | : | Otosar Otomotiv Turizm Sanayi Ticaret A.Ş. |
| Central Civil Registration System Number | : | 0649025112800019 |
| Address | : | Gündoğdu Mah. Cumhuriyet Bulvarı No: 199/A  Odunpazarı - ESKİŞEHİR |
| Phone | : | +90 222 227 55 55 |
| Fax | : | +90 222 217 30 91 |
| e-mail address | : | [kvkk@sarar.com](mailto:kvkk@sarar.com) |
| Registered Electronic Mail (KEP) | : | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, passport information, contact information, bank account information, payroll information, occupational health and safety information, mediation application forms, current personnel report, periodic examination form,
  + Work entry-exit information, shift entry-exit information, leave forms, resume information, department, job and title information, performance information, intelligence information, IP information, criminal record, union information,
  + Correspondence, warning information, warnings, defense letters, disciplinary minutes,
  + Information about family members, health information, disability status,
  + Traffic fines, legal/criminal litigation and enforcement proceedings made against them and reflected in the workplace,
  + Camera recording system images.

# PURPOSE OF PROCESSING PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are;

* + Fulfilment of legal obligations, especially the Labour Law, Occupational Health and Safety Law, Turkish Commercial Code, Turkish Code of Obligations, Tax Law,
  + Improvement of working conditions, determination of work accidents, calculation of payrolls, making of union deductions and provision of union rights, calculation of labour receivables such as seniority and notice, making of PPS deductions, benefiting from personnel employment incentives, carrying out of leave and absenteeism processes,
  + Increasing of the performance and productivity of employees, provision of internet access, tracking defined devices,
  + Providing the resolution of disputes, auditing their suitability for the job,
  + Ensuring the safety of property and life, response to emergency cases, increasing efficiency within the company,

1. **TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to Turkish Employment Agency, Joint Health and Safety Units, Social Security Institution, private insurance companies, public legal entities authorized to receive personal data, domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

# METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON

Personal data can be obtained, in line with the above-mentioned purposes based on the articles 5 and 6 of the PDPL, directly from the data subject, by hand and/or e-mail or indirectly including but application form, camera recording systems and solution partner institutions and organizations with according to the purpose of obtaining the acquired data.

# RIGHTS OF DATA SUBJECT

Personal data subjects have the following rights by applying to the data controller;

* + To learn whether his/her personal data are processed or not,
  + to demand for information as to if his/her personal data have been processed,
  + to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
  + to know the third parties to whom his personal data are transferred in country or abroad,
  + to request the rectification of the incomplete or inaccurate data, if any,
  + to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
  + Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
  + to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
  + to claim compensation for the damage arising from the unlawful processing of his/her personal data

**OTOSAR OTOMOTİV TURİZM SANAYİ TİCARET A.Ş.**

# INFORMATIVE TEXT FOR EMPLOYEE CANDIDATES ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA

# GENERAL EXPLANATION AND DEFINITIONS

This text has been prepared in order to ensure that Sarar Otomotiv Petrol Ürünleri Turizm ve Sanayi Ticaret A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

|  |  |  |
| --- | --- | --- |
| Title | : | Otosar Otomotiv Turizm Sanayi Ticaret A.Ş. |
| Central Civil Registration System Number | : | 0649025112800019 |
| Address | : | Gündoğdu Mah. Cumhuriyet Bulvarı No: 199/A  Odunpazarı - ESKİŞEHİR |
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| e-mail address | : | [kvkk@sarar.com](mailto:kvkk@sarar.com) |
| Registered Electronic Mail (KEP) | : | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, contact information, education information, military service information, health information, blood type,
  + CV information, military service status, reference information, reasons for leaving the job, travel information, smoking information,
  + Foreign language, computer information, certificates, criminal record,
  + Camera recording system images.

# PURPOSE OF PROCESSING OF PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are;

* + Identification and assessment of the training, qualifications and skills required for work conditions,
  + Evaluation of the suitability of the candidate's application for the position,
  + Interviewing the referenced persons for the confirmation of the information,
  + Provision of communication,
  + Evaluation for suitable positions that may arise in the following periods in case the application is negative,
  + Determination of wage information,
  + Ensuring the safety of property and life, response to emergency cases, increasing efficiency within the company,

# TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to Turkish Employment Agency, Social Security Institution, public legal entities authorized to receive personal data, domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

# METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON

Personal data can be obtained, in line with the above-mentioned purposes based on the articles 5 and 6 of the PDPL ,directly from the data subject, by hand and/or e-mail or indirectly including but not limited to from the posts of Turkish Employment Agency, forms published in written or electronic form and filled in by the applicant, camera recording systems and employment and consultancy company solution partner institutions and organizations that SARAR works with according to the purpose of obtaining the acquired data.

# RIGHTS OF DATA SUBJECT

Personal data subjects have the following rights by applying to the data controller;

* + to learn whether his/her personal data are processed or not,
  + to demand for information as to if his/her personal data have been processed,
  + to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
  + to know the third parties to whom his personal data are transferred in country or abroad,
  + to request the rectification of the incomplete or inaccurate data, if any,
  + to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
  + Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
  + to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
  + to claim compensation for the damage arising from the unlawful processing of his/her personal data

**OTOSAR OTOMOTİV TURİZM SANAYİ TİCARET A.Ş.**

**INFORMATIVE TEXT FOR CUSTOMERS ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

# GENERAL EXPLANATION AND DEFINITIONS

This text has been prepared in order to ensure that Sarar Otomotiv Petrol Ürünleri Turizm ve Sanayi Ticaret A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

|  |  |  |
| --- | --- | --- |
| Title | : | Otosar Otomotiv Turizm Sanayi Ticaret A.Ş. |
| Central Civil Registration System Number | : | 0649025112800019 |
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| Registered Electronic Mail (KEP) | : | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, residence information, contact information, financial information, tax information, bank account information,
  + Entry and exit information, correspondence, loyalty card information, martyr/veteran card information, body measurements,
  + Camera recording system images.

# PURPOSE OF PROCESSING PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are;

* + Making of the sale, realization of the production, determination of the financing conditions, making of the collections,
  + Provision of after-sales support and customer satisfaction, concluding complaints,
  + Notification of discounts and campaigns, creation of membership,
  + Fulfilment of legal obligations, especially the Labour Law, Occupational Health and Safety Law, Turkish Commercial Code, Turkish Code of Obligations, Tax Law,
  + Ensuring the safety of property and life, response to emergency cases, increasing efficiency within the company.

1. **TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, reconciliation firm, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

# METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON

Based on Articles 5 and 6 of the PDPL, personal data can be obtained directly from the data owner orally, by hand and/or by e-mail, social media, written form and camera recording systems, in line with the above-mentioned purposes.

# RIGHTS OF DATA SUBJECT

Personal data subjects have the following rights by applying to the data controller;

* + To learn whether his/her personal data are processed or not,
  + to demand for information as to if his/her personal data have been processed,
  + to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
  + to know the third parties to whom his personal data are transferred in country or abroad,
  + to request the rectification of the incomplete or inaccurate data, if any,
  + to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
  + Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
  + to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
  + to claim compensation for the damage arising from the unlawful processing of his/her personal data.

**OTOSAR OTOMOTİV TURİZM SANAYİ TİCARET A.Ş.**

**INFORMATIVE TEXT FOR SUPPLIERS ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

1. **GENERAL EXPLANATION AND DEFINITIONS**

This text has been prepared in order to ensure that Sarar Otomotiv Petrol Ürünleri Turizm ve Sanayi Ticaret A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

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| Title | : | Otosar Otomotiv Turizm Sanayi Ticaret A.Ş. |
| Central Civil Registration System Number | : | 0649025112800019 |
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| Registered Electronic Mail (KEP) | : | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, invoice information, waybill information, financial information, tax information, current account card form, supplier lists,
  + Camera recording system images.

# PURPOSE OF PROCESSING PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are;

* + Recording and accounting of financial transactions,
  + Opening of the current card and placing of the order,
  + Ensuring of the supplier's product/service continuity and quality,
  + Inspection of the health compliance of the supplier employee to be employed,
  + Making of reservations and travels,
  + Ensuring the safety of property and life, response to emergency cases, increasing efficiency within the company.

# TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, reconciliation firm, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

# METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON

Based on Articles 5 and 6 of the PDPL, personal data can be obtained directly from the invoice, form delivered in hand by supplier representative/employee and by e-mail and camera recording systems in line with the above-mentioned purposes.

# RIGHTS OF DATA SUBJECT

Personal data subjects have the following rights by applying to the data controller;

* + To learn whether his/her personal data are processed or not,
  + to demand for information as to if his/her personal data have been processed,
  + to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
  + to know the third parties to whom his personal data are transferred in country or abroad,
  + to request the rectification of the incomplete or inaccurate data, if any,
  + to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
  + Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
  + to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
  + to claim compensation for the damage arising from the unlawful processing of his/her personal data.

**OTOSAR OTOMOTİV TURİZM SANAYİ TİCARET A.Ş.**

**INFORMATIVE TEXT FOR VISITORS ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

# GENERAL EXPLANATION AND DEFINITIONS

This text has been prepared in order to ensure that Sarar Otomotiv Petrol Ürünleri Turizm ve Sanayi Ticaret A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

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| --- | --- | --- |
| Title | : | Otosar Otomotiv Turizm Sanayi Ticaret A.Ş. |
| Central Civil Registration System Number | : | 0649025112800019 |
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| Registered Electronic Mail (KEP) | : | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, contact information, IP addresses,
  + Entry-exit information, vehicle records (plate etc.)
  + The contact person and department information,
  + Institution/company information to which it is affiliated,
  + Camera recording system images.

# PURPOSE OF PROCESSING PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are;

* + Ensuring the safety of property and life, response to emergency cases, increasing efficiency within the company,
  + Providing internet access, making appointments and meetings,
  + Ensuring the follow-up of the business operation.

1. **TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, to the persons, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to private insurance companies, public legal entities authorized to receive personal data, domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

1. **METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON**

Based on Articles 5 and 6 of the PDPL, personal data can be obtained directly from the data owner orally, by hand and/or by e-mail and camera recording systems, in line with the above-mentioned purposes

# RIGHTS OF DATA SUBJECT

Personal data subjects have the following rights by applying to the data controller;

* + To learn whether his/her personal data are processed or not,
  + to demand for information as to if his/her personal data have been processed,
  + to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
  + to know the third parties to whom his personal data are transferred in country or abroad,
  + to request the rectification of the incomplete or inaccurate data, if any,
  + to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
  + Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
  + to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
  + to claim compensation for the damage arising from the unlawful processing of his/her personal data