

## CLARIFICATION TEXT FOR PROCESSING PERSONAL DATA OF THE ONLINE VISITORS

**Data Controller:** Kimteks Poliüretan Sanayi ve Ticaret A.Ş.

Emniyet Evleri Mah. Eski Büyükdere Cad. Sapphire Plaza No:1/4 Kat:19 Daire:1 34415 Kağıthane / İstanbul

This Clarification Text has been prepared by Kimteks Poliüretan Sanayi ve Ticaret A.Ş. (hereinafter referred to as the "Company") as the data controller to inform you about your personal data processed as per the Personal Data Protection Law No. 6698 (hereinafter referred to as "**PDPL**") and relative legal regulations.

### 1. Processed Personal Data and Scope

Personal data is any data that identifies you or makes you identifiable. For example, your name, surname, phone number or bank account information are your personal data. Processing your personal data means all kinds of operations on your data such as obtaining, changing, saving, storing, deleting, explaining, transferring.

The information on the personal data processed by the Company are as follows:

- **Process Security Information**

Processed Personal Data	Purpose of Processing Data	Legal Reason for Data Processing Activities
<ul style="list-style-type: none"><li>▪ IP Address</li></ul>	<ul style="list-style-type: none"><li>▪ Ensuring the Security of Data Controller Operations</li><li>▪ Execution of Marketing Analysis Studies, Execution of Information Security Processes</li></ul>	<ul style="list-style-type: none"><li>▪ Legitimate interest of the data controller</li></ul>

- **Marketing Information**

Processed Personal Data	Purpose of Processing Data	Legal Reason for Data Processing Activities
<ul style="list-style-type: none"> <li>▪ Cookies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring the Security of Data Controller Operations, Execution of Marketing Analysis Studies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Legitimate interest of the data controller</li> </ul>

## 2. Retention Period for Your Personal Data

Your personal data shall be stored for a period stipulated in the relevant legislation or for the periods required by the processing purposes. Your personal data shall be deleted, destroyed or anonymized ex officio or upon your request, in case the legal grounds requiring data processing are eliminated.

## 3. Your Rights on Your Personal Data

Data Owner refers to the natural persons whose personal data are processed. You, as Online Visitors, have the following rights regarding your personal data processed in accordance with the PDPL:

- To learn whether your personal data is processed or not,
- To request information as to personal data if it has been processed,
- To learn the purpose of processing and whether the data is used in accordance with its purpose,
- To learn the third parties of the transfer, in the country and abroad,
- To request rectification if the data have been processed incompletely or inaccurately,
- request deletion/destruction of your personal data in accordance with the terms stipulated in the PDPL,
- To request notification of the third parties to whom personal data has been transferred, regarding the correction of incomplete or incorrect data and the deletion or destruction of personal data upon your request,
- To object to occurrence of any result detrimental by means of analysis of personal data exclusively through automated systems,
- To request compensation for the damages due to unlawful processing of personal data.

## 4. Methods to Exercise Your Rights

You may submit your applications and requests regarding your personal data to the Company using the Data Owner Application Form,

- By sending them to the address of *Emniyet Evleri Mah. Eski Büyükdere Cad. Sapphire Plaza No:1/4 Kat:19 Daire:1 34415 Kağıthane / İstanbul* along with your wet signature and a copy of your identity card,
- By sending them by e-mail to the e-mail address of [info@kimpur.com](mailto:info@kimpur.com) with a secure electronic signature or mobile signature,
- By sending them to the address of [kimtekspu@hs01.kep.tr](mailto:kimtekspu@hs01.kep.tr) by signing with a secure electronic signature or mobile signature, via registered electronic mail (KEP),
- By applying personally to the address of *Emniyet Evleri Mah. Eski Büyükdere Cad. Sapphire Plaza No:1/4 Kat:19 Daire:1 34415 Kağıthane / İstanbul* with a valid identity document.

In your application, you must include your name, surname, signature, your ID number (Turkish Citizens), nationality (Foreign Citizens), passport (or ID if applicable) number, residential area and business address, e-mail address, fax number, if any, and finally the subject of the request in accordance with the legal obligations regarding the procedures and principles of application to the data controller. In addition, you must include documents confirming the identity and information and documents related to the subject of your request with your application.

You must clearly state which of your rights you want to exercise in your request and the details of the transactions you request.

We would like to emphasize that the subject of the request should be related to the data owner. In case of an application on behalf of someone else, the requester must rely on a specially documented authorization (power of attorney) for the requested transaction. Unauthorized applications shall not be considered.

## 5. Evaluation of Application

We evaluate your applications and get back to you as soon as possible and at the latest within 30 days from the date of receipt of your application.

Issue	Revision	Approved by	Revision Date
1			

Signature

Date