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**INFORMATION NOTICE ON THE PROTECTION OF VISITOR PERSONAL DATA BY HI-PAŞ PLASTİK EŞYA  
TİCARET VE SANAYİ LİMİTED ŞİRKETİ**

Hi-pas Plastik Eşya Ticaret ve Sanayi Limited Sirketi (the “Company”), in its capacity as Data Controller pursuant to the Law on the Protection of Personal Data No. 6698 (“KVKK”), hereby informs you, as a visitor (“Visitor”), that the personal data requested from you and shared with us in connection with your visit to our Company will, to the extent connected with, limited to, and proportionate to the purpose of processing, be recorded, stored, preserved, reorganized, shared with institutions legally authorized to request such personal data, transferred to third parties within Turkey in the cases and under the conditions stipulated by KVKK, transferred, classified, and otherwise processed in the manners set forth in KVKK.

**The Nature, Collection, Purpose, and Legal Basis of the Processed Personal Data**

In the course of your visit, the personal data provided by you—such as your name and surname, closed-circuit security camera footage, internet access log records (if you request internet access), vehicle license plate information, and other information (“Personal Data”)—will be processed by us for the purposes set out below.

Your personal data may be collected verbally, in writing, or electronically, including through our website or via e-mail channels. When you visit our Company, your visual data are collected through cameras placed in common areas of our premises in line with the Company’s legal obligations and legitimate interests to ensure workplace security. Other personal data requested from you may be collected verbally or physically, through visitor internet access and registration systems, training attendance records, and similar channels.

The purposes and legal bases of processing your personal data are as follows: ensuring the legal and commercial security of our Company and of persons in a business relationship with our Company; fulfilling the Company’s legal obligations and legitimate interests in maintaining workplace security; monitoring visitor entry and exit in our buildings and facilities and keeping related records; carrying out visual recording processes for security purposes; conducting identity verification and authorization processes for access to our buildings and facilities; maintaining log records of visitor internet access; fulfilling our relevant legal obligations in internal audit processes; recording your personal data for coordination of emergency operations; preparing all records and documents in electronic or paper format in line with the purpose of processing; and complying with information retention, reporting, and notification obligations stipulated by legislation, regulatory authorities, and other competent bodies.

**Transfer of Processed Personal Data Within Turkey and Abroad**

The Visitor’s Personal Data may be transferred, in accordance with the Turkish Commercial Code, the Law on the Protection of Personal Data No. 6698, the Turkish Penal Code, the Law on the Regulation of Publications on the Internet and Combating Crimes Committed through Such Publications, the Law on Private Security Services, the Regulation on Health and Safety Precautions to be Taken in Workplace Buildings and Annexes, and other applicable legislation, to institutions and organizations authorized by law; to public legal entities such as the Personal Data Protection Authority, the Ministry of Finance, the Ministry of Customs and Trade, the Ministry of Labor and Social Security, and the Information and Communication Technologies Authority; to third parties within Turkey and abroad such as companies to which the Company provides services, human resources companies, information technology service providers, professional advisors, public authorities, social security institutions, and occupational health

institutions; to our business partners; and to firms providing support services for the conduct of security activities.

Your personal data may also be transferred abroad due to their storage in databases whose servers are located outside Turkey.

#### **Storage of Your Personal Data**

Your personal data are stored by the Company's units and personnel in both physical and digital environments. Your personal data may be retained for as long as required by the purposes of processing. Once the purpose of processing no longer exists, and in the absence of any legal grounds for further retention, your personal data are deleted, destroyed, or anonymized.

#### **Retention Periods**

During the course of our Company's activities, your personal data are retained and disposed of in accordance with the general principles and procedures set out in our Company's storage and destruction policies and procedures, which have been prepared in compliance with the Constitution, the Law on the Protection of Personal Data (KVKK), the Regulation on the Deletion, Destruction, or Anonymization of Personal Data, and other relevant legislation. For detailed information regarding our retention periods, please refer to the Hi-pas Plastik Esya Ticaret ve Sanayi Limited Sirketi Personal Data Retention and Destruction Policy.

#### **Security of Your Personal Data**

In order to ensure that your personal data are processed in compliance with the law and stored securely, and to prevent unlawful access to your personal data, the Company takes all necessary technical and administrative measures to provide an appropriate level of security.

#### **Your Rights Under Article 11 of Law No. 6698:**

Pursuant to Article 11 of the Law on the Protection of Personal Data (KVKK), by applying to us in person or subsequently, provided that you verify your identity, through the address [\*], you have the right to: a) learn whether your personal data are being processed, b) request information if your personal data have been processed, c) learn the purpose of the processing of your personal data and whether they are being used in compliance with that purpose, ç) know the third parties to whom your personal data are transferred domestically or abroad, d) request correction of your personal data if they are incompletely or inaccurately processed, e) request the deletion or destruction of your personal data within the framework of the conditions set forth in Article 7 of the KVKK, f) request notification to third parties to whom your personal data have been transferred of the actions carried out pursuant to subparagraphs d) and e), g) object to the occurrence of any result against you through the exclusive analysis of processed data by automated systems, ğ) request compensation for the damages you suffer due to the unlawful processing of your personal data.

In accordance with the procedures and principles set out in the Communiqué on the Procedures and Principles of Application to the Data Controller published in the Official Gazette dated 10.03.2018 and numbered 30356, you may apply by submitting documents proving your identity either in person or in writing to the address "Kabakoz Osb. Mah. No:9 Karasu Osb Karasu/ Sakarya / TÜRKİYE"; or via notary public, or by sending it through Registered Electronic Mail (KEP) (hipas@hs01.kep.tr), provided that it is signed with a Secure Electronic Signature or Mobile Signature. It is mandatory for Data Subjects applying through these means to provide documents verifying their identity. Your request(s) will be finalized as soon as possible and within a maximum of thirty days, free of charge depending on the nature of the request. However, if the process requires an additional cost for the Company, the fee set forth in the tariff determined by the Personal Data Protection Board may be charged.

**Mersis No** : 0462003744400015

**Contact Information**

**Title** : Hi-pas Plastik Esya Ticaret ve Sanayi Limited Sirketi

**E-mail** : [info@hipas.com.tr](mailto:info@hipas.com.tr)

**Address** : Kabakoz Osb. Mah. No:9 Karasu Osb Karasu/ Sakarya / TÜRKİYE

*I hereby declare that I have read and understood the disclosure statement regarding the processing of my personal data.*

Name-Surname :

Date :

Signature :