

Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal Data

This hereby “**Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal Data**” has been prepared by TMMOB Chamber of Metallurgy and Material Engineers Training Center (METEM) and published in [www.metem.org.tr] web site, based on the Obligation of Clarification by Data Supervisor, to provide our valuable visitors with information on the methods of/legal grounds for personal data collection, how we process the collected data and the measures employed to protect your data security.

The Law on the Protection of Personal Data (KVKK) no 6698 was published in the Official Gazette dated 07.04.2016 no. 29677. The KVKK aims to protect fundamental rights and freedom of real persons whose data is processed, including confidentiality of private life under Constitutional protection, and to determine obligations of real and legal persons processing such data as “data supervisor”.

METEM reserves the right to update and make amendments to this hereby **Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal Data** within the framework of KVKK and its applicable regulations .

1. PERSONAL DATA

As per KVKK, personal data refers to any information related to an identified real person or real person whose identity can be determined. Such information including a person’s name, last name, date of birth, id number, gender, e-mail address, address of residence/delivery, phone number etc. may be used to determine the person’s identity and thus is defined in legal regulations as “personal data”.

2. PROCESSING OF PERSONAL DATA/ PURPOSE OF PROCESSING

Processing of personal data refers to any action taken on personal data such as automatic collection in full or in part, saving, storing, maintaining, making changes, re-arranging, disclosing, transferring, making available, sorting or making unavailable .

Your personal data is processed by METEM for the stated time period and within the scope of purposes stated in this hereby **Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal Data** based on our legal obligations set forth by Law on Regulation of Electronic Commerce no 6563, Law on the Protection of Personal Data (KVKK) no 6698, Law on Consumer Protection no 6502 and Distance Contracts Regulations and other related legislation.

Our Main Purposes in Personal Data Processing are;

- a. Planning or implementation of visitor satisfaction activities,
- b. Planning or implementation of organizations, events and activities,
- c. Planning or implementation of product/service sale processes,

- d. Follow-up of client demands or complaints,
- e. Follow-up of Contract processes or legal claims,
- f. Planning, implementing or providing for the security of operational activities required to ensure METEM activities are in compliance with METEM procedures and related regulations,
- g. Ensuring that personal data is correct and update,
- h. Providing authorized bodies with information within the framework of applicable legislation.

3. GENERAL PRINCIPLES IN PROCESSING OF PERSONAL DATA

METEM agrees, declares and undertakes to fully comply with the following fundamental principles in processing of personal data.

- a. Compliance with applicable legislation and principle of honesty,
- b. Being correct and update when needed,
- c. Processing only for determined, clearly stated and legal purposes,
- d. Keeping data processing to the limits of purpose,
- e. Storing data only for the period of time needed for purpose of processing.

4. DATA SECURITY

METEM agrees, declares and undertakes to establish required systems and supervision mechanisms regarding deletion, elimination or anonymization of the collected personal data, prevent illegal processing of the data, prevent illegal access to the data, take all technical and administrative measures to provide for the security of the stored data, perform and/or arrange for necessary auditing in the case of processing of the data by third real/legal persons.

In the case that personal data have been illegally confiscated by third persons, METEM is responsible for alerting the Council for Personal Data Protection and informing the related person in writing or by mail to the person's registered e-mail address.

5. TRANSFER OF PERSONAL DATA

• DOMESTIC TRANSFER

METEM may transfer personal data domestically to third real/legal persons only by explicit consent of the individual.

The following cases are exceptions to the above rule, provided that data transfer is made to the related authorities in line with the applicable legislation.

- a. Obligation by law,
- b. Transfer becomes obligatory to protect the life/bodily integrity of the individual or others where the individual is not in a physical condition to give consent or the individual's consent has no legal validity,
- c. Necessity to process personal data of parties to a contract, provided that the processing is directly related to the establishment or implementation of the agreement,

- d. Processing is mandatory for data supervisor to fulfill its legal liabilities,
- e. Personal data has been disclosed by the related individual,
- f. Processing has become mandatory for the establishment, implementation or protection of a right,
- g. Processing has become mandatory for the legitimate interests of the data supervisor provided that the individual's fundamental rights and freedom are not hindered.

- **INTERNATIONAL DATA TRANSFER**

METEM may transfer personal data internationally to third real/legal persons only by explicit consent of the individual.

In addition to the above conditions for domestic data transfer, the following conditions must be met for international transfer:

- a. The receiving country must offer adequate protection,
- b. In the case that the above condition is not met, METEM may only allow international transfer of personal data without explicit consent of the related individual, provided that data supervisors in Turkey and the receiving country demand adequate protection in writing and the transfer is approved by the Council.

Countries that offer adequate protection will be determined and declared by the Council for Personal Data Protection. For transfers to declared countries, the conditions for Council's approval or data supervisor's commitment for protection shall not be sought.

6. RIGHTS OF THE RELATED INDIVIDUAL

Real persons whose personal data is processed have the right to apply to METEM as data supervisor, for the implementation of KVKK provisions and other related legislation. As per Article 11 of KVKK, rights of the related individual are:

- a) Inquire whether their personal data is processed or not,
- b) If personal data is processed, demand information regarding the process,
- c) Demand information on the purpose for processing personal data and whether the data has been used in line with the stated purpose,
- ç) Disclosure of third persons to whom the personal data have been transferred both domestically and internationally,
- d) Demand for correction of any errors or missing information in processed data,
- e) Demand for deletion or elimination of personal data within the scope of the conditions determined in KVKK Article 7,
- f) Demand for informing third persons to whom the data have been transferred of the actions taken as per items (d) and (e),

g) Raise an objection to any outcome to the detriment of the related individual based on the exclusive analysis by automatic systems of the processed data,

ğ) Claim for any loss/damage due to illegal processing of personal data.

7. MAKING AN APPLICATION WITH THE DATA SUPERVISOR

Individuals, whose personal data has been processed by METEM agree and accept that they are obliged to make an application with METEM in the case that they wish to use their rights regarding their personal data within the appropriate time frame.

Individuals in question agree and accept their obligation to deliver such application to METEM in writing by Notary Public/certified mail or e-mail with the subject “Information Request on KVKK”.

Below is the list of required information the application must include, as per the bulletin Rules and Procedures for Making Application to Data Supervisors Article 5/2, published in the Official Gazette no 30356 dated 10.03.2018 so that the applications to METEM can be replied in line with the applicable legislation and the rights of the related individuals defined in Article 6 above can be performed:

- a. Name, last name and signature if sent by post,
- b. T.C. id number for Turkish citizens; nationality, passport number and id card number (if applicable) for foreigners,
- c. Correspondence Address of residence or office,
- d. E-mail address, telephone and fax number (if any),
- e. Subject of application.

The application for use of rights regarding personal data, including all requested documents and information stated above, may be sent by post to Barbaros Mh, Yavuz Selim Caddesi No: 4 34746 Ataşehir İstanbul, via Notary Public or by e-mail at metem@metem.org.tr mail.

METEM accepts and undertakes to conclude any process/procedures as soon as possible based on the nature/type of demand, within 30 days of application. In the case that the application will be replied in writing, the first 10 (ten) pages will be free of charge, as per Article 8 of the related bulletin, and 1 TL will be charged for each extra page.

Should the reply be delivered by CD, flash memory etc. the data supervisor may charge the cost of the memory device.

As data supervisor, METEM reserves the right to accept or reject the application for the use of rights regarding processing of personal data. In the case of rejection, METEM shall provide the basis for their conclusion. As data supervisor, METEM accepts their obligation to deliver a reply to the applicant in writing or by e-mail and take necessary action to implement the applicant’s request in the case that the application is accepted.

The applicant has the right to file a complaint with the Council for Personal Data Protection in the case of rejection, the basis for conclusion is not satisfactory or the application has not been replied within 30 (thirty) days, within 30 days of data supervisor’s reply or 60 days of application date.

In the case that the application is founded on an error by METEM, the amount charged shall be returned to the applicant.

8. COOKIE POLICY

Cookies are small text files stored in your device or the web server via browsers by the internet sites you have visited.

METEM web site uses (cookies) with the purpose of improving user experience for our members and visitors, enhancing and optimizing the website, presenting more appropriate adds, delivering a more customized website and adds portfolio to our users, ensuring legal and commercial security of our company, members and visitors and thus make the best use of the website.

METEM web site is partnering with reliable and trustworthy third-party advertisement providers who use cookies primarily for the purpose of collecting our users' browsing data to have a better understanding of their interests to provide them with better user experience.

9. UPDATING PERIOD

METEM reserves the right to make amendments on and/or update this hereby Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal Data based on their commercial/financial decisions, decisions by the Council for Personal Data Protection.

10. ENFORCEMENT

This hereby Clarification Text in Accordance with Confidentiality & Security Policy and the Law on the Protection of Personal shall be in force upon ticking of the **“I have read and understood the text. I agree.”** box by the related person.