

**GENEKS MÜMESSİLLİK VE TİCARET LİMİTED ŞİRKETİ**  
**CLARIFICATION TEXT**  
**(“Clarification Text”)**

- **What is the purpose of the Clarification Text?**

As GENEKS MÜMESSİLLİK VE TİCARET LİMİTED ŞİRKETİ (hereinafter referred to as ‘Geneks’ or ‘We’), we use the information resulting from communications with you, our other customers and certain third parties to provide the highest quality products and services.

Geneks respects the privacy rights of its customers and believes in the importance of protecting the information collected about them. Therefore, we have established various procedures to ensure that your personal information is processed responsibly. **This Clarification Text provides you with information about what kind of personal information we collect, the purpose of collecting and using personal information, the way it is processed, with whom it is shared and for what purposes, and what options you have regarding the use of your information.**

You can contact Geneks at any time for all your questions or concerns regarding the confidentiality of the data you provide to us. For detailed information on communication, please refer to the “Contact Information” section.

You can access detailed information about Geneks' processing of your personal data from GENEKS MÜMESSİLLİK VE TİCARET LİMİTED ŞİRKETİ PERSONAL DATA STORAGE AND DESTRUCTION POLICY at “[www.geneks.com](http://www.geneks.com)”.

- **Definitions**

Personal data refers to any information relating to an identified or identifiable natural person; in this context, information such as the person's name, surname, address, date of birth, telephone number, identification number, passport number, tax number, e-mail address, bank account information are counted within the scope of this definition.

In cases where the definition of processing is used, all activities or group of activities carried out fully or partially automatically on personal data are mentioned, and all kinds of operations performed on personal data, such as obtaining, recording, storing, preserving, amending, reorganising, disclosing, transferring, taking over, making available, classifying or preventing the use of personal data, shall be deemed as ‘personal data processing’ activity.

- **Persons responsible for protecting your information**

As the legal entity responsible for determining the purposes and means of processing your data, and for establishing and managing the data recording system, **Geneks**, in the capacity of the data controller, is tasked with protecting your information.

- **What sort of personal data is collected?**

All our activities are based on strict ethical principles and legal requirements. We obtain the following personal information from you limited to and proportionate to the product and service sales services we perform with you;

- Name-surname, Turkish ID Number, e-mail address, address, telephone number,
- Tax number, tax office information,
- Bank account number and billing information
- Invoice, cheque, and promissory note information,

- **Why and how can the collected data be processed?**

We may use the data we hold about you for the following purposes:

- Purchase and sale of goods and services,
- Execution of invoicing transactions,
- Receiving payments and making refund transactions,
- Providing information to authorised institutions due to legislation,
- Follow-up of requests and complaints,

If the processing activity carried out for the aforementioned purposes does not meet any of the conditions stipulated under the Law, your explicit consent is obtained by Geneks regarding the relevant processing process.

- **Personal Data Collection Methods and Legal Basis**

Your personal data is collected from the information and documents you submit in your correspondence and interviews with our company and the information and documents you submit to our company via e-mail.

Since the processing activities to be carried out by us are carried out for the performance of the contract and the fulfilment of our legal obligations, the legal basis of these processing activities is regulated in Article 5(2)(c)(ç) of the Law on the Protection of Personal Data.

- **Disclosure of Information**

We may disclose your information to the extent that we are under an obligation to disclose, or we may disclose your personal data to domestic third parties for the purposes of complying with any legal obligation or court or other competent authority decision, or to fulfil or enforce our Clarification Text and other agreements, or to protect the rights, property or safety of our employees, customers or others.

- **Your Rights and Recourse**

You always have the following rights regarding your personal data processed by Geneks upon your application to Geneks:

- Learning whether your personal data is being processed;
- Learning the purposes for which your personal data is being processed and whether it is being used in accordance with those purposes;
- Obtaining information about third parties to whom your personal data has been

transferred and learning whether it has been transferred abroad;

- Requesting correction if you believe your personal data is being processed incompletely or inaccurately;
- Requesting the deletion or destruction of your personal data if you believe the purposes for processing no longer exist;
- Objecting to any negative consequences arising from the processing of your personal data by automated means.
- Requesting compensation for damages incurred as a result of your personal data being processed unlawfully.

You can submit your applications to us through the contact information specified at the end of this Clarification Text by filling out the '*Geneks Mmesillik ve Ticaret Limited Őirketi Application Form for Requests and Complaints Regarding Personal Data*' on our website at [www.geneks.com](http://www.geneks.com).

- **Storage of Your Personal Data**

Within the framework of the data processing activities specified below, Geneks will keep your personal data limited to the period required by the purpose of processing and, in any case, if a period is stipulated in the legislation regarding the storage of such personal data, until the first periodic destruction date following this period.

Your data stored by us will be deleted, destroyed or anonymised upon your request or at the latest at the end of the above-mentioned periods in accordance with the relevant legislation.

- **Security of Information and Data Integrity**

We take appropriate technical and administrative measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised use, disclosure, access, and all other unlawful processing activities and misuse.

- **Potential Changes**

Geneks is committed to adhering to the fundamental principles of privacy and data protection. Therefore, we regularly review our Clarification Text to ensure it remains up to date and aligned with privacy and data protection principles. This Clarification Text may be modified from time to time to reflect new developments in internet-related matters and to maintain compliance with current legislation. Any changes to our Clarification Text will be announced to everyone on our website or via email, along with an updated version of the notice.

- **Contact Information**

You can contact us for all your questions regarding the processing of your personal data or the Clarification Text.

### **OUR CONTACT INFORMATION**

Trade Title : GENEKS MMESSİLLİK VE TİCARET LİMİTED ŐİRKETİ

Mersis No : 0394000073300010

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Phone

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: (0216) 449 92 10

Name / Surname:

Date:

Signature: