

**TAHAN | CEM**

AVUKATLIK ORTAKLIđI ATTORNEY PARTNERSHIP

# **PRIVACY NOTICE ON PROCESSING OF PERSONAL DATA**

**PUBLISHING DATE: SEPTEMBER 3, 2021**

VERSION 1

## I. PRIVACY NOTICE FOR CLIENTS/CLIENT REPRESENTATIVES

This Privacy Notice has been prepared in accordance with Article 10 of the Law on the Protection of Personal Data numbered 6698 ("Law"), to provide data owners the information on the purposes of collecting and processing of their personal data, the legal reasons, the method of collecting, the recipient groups to whom the personal data can be transferred, the rights of the data owners and the methods for exercising their rights in accordance with the Law; in cases where Tahan – Cem Attorney Partnership (hereinafter to be referred to as "TCAO/Office") acts as the Data Controller within the scope of the Law. Within this framework, the information stated herein will be valid to the extent that we, as TCAO, process your personal data as the Data Controller. Data processing activities that TCAO carries out in line with the instructions and/or requests of our clients and/or as data processors are outside the scope of this Privacy Notice. Necessary notifications and clarifications regarding these activities are made by those acting as data controllers and/or our respective clients.

**Data Controller:** Tahan Cem Attorney Partnership

**Address:** Bağdat Caddesi Refik Bey Apt. No: 332/3 Caddebostan Kadıköy İstanbul

**Tel:** +90 216 909 19 85 **Fax:** +90 216 909 25 95

**e-mail:** [info@tahan-cem.av.tr](mailto:info@tahan-cem.av.tr) **Website:** [www.tahan-cem.av.tr](http://www.tahan-cem.av.tr)

### 1.1. WHICH PERSONAL DATA DO WE PROCESS ABOUT CLIENTS/CLIENT REPRESENTATIVES AND FOR WHAT PURPOSES?

We process data regarding real person clients and client company representatives/employees, authorized signatories, board members and shareholders (collectively referred as Clients/Client representatives), such as identity information, contact information, personnel information, legal transaction information, family member/relative information, financial information, professional information and photograph, for the purposes of *following-up of the necessary legal processes and execution of legal transactions, execution of transactions within the scope of proxy relationship, providing legal information, providing legal consultancy, execution of the activities in accordance with the legislation, execution of the financial and accounting works, execution of assignment procedures, following and execution of legal affairs, execution of communication activities, ensuring business continuity, carrying out goods/service sales procedures, execution of client relationship management procedures, organization and event management, execution of storage and archiving activities, execution of contract process, following up of request and complaints, providing information to authorized persons, institutions and organizations, execution of management activities, execution of Office promotion/advertisement and information activities.*

### 1.2. FOR WHICH LEGAL REASONS DO WE PROCESS PERSONAL DATA REGARDING CLIENTS/CLIENT REPRESENTATIVES?

The personal data of the Clients/Client representatives are being processed within the scope of the administrative and management activities and financial operations of TCAO, to the extent necessary for the purposes stated herein for the following legal reasons: *by reason of the fact that; the personal data of the parties to the contract being required to be processed on the condition that it is directly related to the establishment or execution of the contract, it is necessary for the data controller to fulfill its legal obligation, the data being made public by the data subject itself, the data processing being mandatory for the legitimate interests of the data controller provided that it does not harm the fundamental rights and freedoms of the data subject, the data processing being mandatory for the establishment, exercise or protection of a right.*

### 1.3. TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER THE PERSONAL DATA OF CLIENTS/CLIENT REPRESENTATIVES?

If the processing of the personal data is required in order to fulfill the purposes stated above, the personal data of the Clients/Client representatives can be transferred to our accounting firm, other service provider firms and vendors, authorized public institutions and organizations, public notaries, banks, to other parties and their representatives and attorneys in litigation, enforcement proceedings and other legal processes and transactions to which the client is a party and other transactions carried out on behalf of the client as well as to persons, consultants, real persons

and legal entities that have access to such cases/transactions, and Office partners, provided that such transfer shall be in compliance with the principle of proportionality.

#### 1.4. **HOW DO WE COLLECT AND STORE YOUR PERSONAL DATA?**

We collect your personal data personally, through our partners, employees, or through various channels, in accordance with the Law and relevant legislation, by means of information and documents you have shared or generated during attorney-client legal consultancy relationship or similar contractual relationships, all kinds of oral or written communication, electronic methods, phone, contracts, court, prosecution office, enforcement procedures, and e-mail, and we may process such data fully or partially by automated methods for the purposes stated herein.

For the collected Personal Data, the data on paper are recorded/held in closed and/or secured areas such as unit/department cabinets or archives, while electronic data is recorded on software, cloud, server, and TCAO database. It is also possible to record/hold Personal Data on peripheral systems such as network devices, flash-based media, magnetic tape, magnetic disk, mobile phone, optical disk, and printer. Your personal data is being stored for the time period required for the purpose of process and/or for the time period stipulated under the relevant regulations for the storage of this data, if any. At the end of the relevant period, your personal data will be deleted, destructed or anonymized in accordance with the regulation and the relevant policy and procedures of TCAO.

#### 1.5. **WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?**

By applying to TCAO you have the rights to; *learn whether your personal data is being processed, request information in the event that your personal data has been processed, learn the purpose of processing your personal data and whether the data has been used in accordance with the purpose of process, know about the third parties, domestic or abroad, to whom your personal data is transferred, request correction of your personal data in case of incomplete or incorrect processing and to request the third parties to whom your personal data has been transferred to be notified about the transaction regarding this, request deletion or destruction of your personal data in the event that the purpose of processing is no longer in effect even though the data has been processed in accordance with the Law and relevant regulations and to request the third parties to whom your personal data has been transferred to be notified of this transaction, object to a result against you that has arisen from your personal data being analyzed exclusively through automated systems, request compensation for the damages that has occurred from your personal data being processed in a way that is incompliant with the Law.*

However, in accordance with Article 28/2 of the Law, except for your right to request compensation for the damages, you cannot use your rights listed above in the following situations: *when the processing of the personal data is necessary for the prevention of crime and for criminal investigation, processing of the personal data that has been made public by the data subject itself when the processing of the personal data is necessary for the execution of the supervisory or regulatory mission and disciplinary investigation or proceedings by the competent and authorized public institutions and organizations and professional organizations that has the characteristics of public institution assigned and authorized by the law, when the processing of personal data is necessary for the economical and financial interests of the State with regards to budgetary, tax and financial matters.*

#### 1.6. **HOW CAN YOU USE YOUR RIGHTS?**

In the event that you wish to exercise your rights; you can submit your **application** that states your requests to TCAO in writing or via secure electronic signature, mobile signature, or your e-mail address that you have previously registered in TCAO's system.

You may send your written application that is in Turkish language to **“Bağdat Caddesi Refik Bey Apt. No: 332/3 Caddebostan Kadıköy İstanbul”** by the notary public, or deliver it in person or by a proxy to the same address.

For applications to be made by other means mentioned above (*electronically*), you may send your application, which is written in Turkish language, to the address stated below:

**e-mail:** [info@tahan-cem.av.tr](mailto:info@tahan-cem.av.tr)

It is mandatory to submit the documents authenticating your identity, the documents supporting your request, if any, and if you wish to exercise such right through a proxy, the notarized copy of the proxy statement with specific authorization for the issue, along with the form.

In the course of an application; in the event of sharing incomplete or inaccurate information, failure to express the request clearly, lack of or improper submission of supportive documents, failure to attach a copy of the proxy statement for applications through proxy, we may encounter difficulties meeting your requests which may result in delays in the investigation process. Therefore, it is important to comply with the foregoing while exercising your rights. In such cases, TCAO shall not be responsible for any delays. All legal rights of TCAO are reserved in case of any incorrect, contrary to facts/law and malicious applications.

## II. PRIVACY NOTICE FOR THE PARTIES OF TRANSACTIONS

This Privacy Notice has been prepared in accordance with Article 10 of the Law on the Protection of Personal Data numbered 6698 ("Law"), to provide data owners the information on the purposes of collecting and processing of their personal data, the legal reasons, the method of collecting, the recipient groups to whom the personal data can be transferred, the rights of the data owners and the methods for exercising their rights in accordance with the Law; in cases where Tahan – Cem Attorney Partnership (hereinafter to be referred to as "TCAO/Office") acts as the Data Controller within the scope of the Law.

Within this framework, the information stated herein will be valid to the extent that we, as TCAO, process your personal data as the Data Controller. Data processing activities that TCAO carries out in line with the instructions and/or requests of our clients and/or as data processors are outside the scope of this Privacy Notice. Necessary notifications and clarifications regarding these activities are made by those acting as data controllers and/or our respective clients.

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### 2.1. WHICH PERSONAL DATA DO WE PROCESS ABOUT THE PARTIES OF TRANSACTIONS?

We process data such as identity information, contact information, and professional information of the parties other than clients (from now on will be referred to as "Parties of Transactions"), of the transactions such as litigation/execution/investigation cases, general assembly proceedings, contracts, and other transactions, for the purposes of *following-up and execution of the litigation and enforcement cases and contracts, execution of the activities in accordance with the legislation, following and execution of legal affairs, execution of communication activities, execution of storage and archiving activities, following up of request and complaints, providing information to the authorized persons, institutions and organizations.*

### 2.2. FOR WHICH LEGAL REASONS DO WE PROCESS PERSONAL DATA REGARDING THE PARTIES OF TRANSACTIONS?

The personal data of the Parties of Transactions are being processed within the scope of administrative and management activities and financial operations of TCAO, to the extent necessary for the purposes stated herein for the following legal reasons: *it is clearly stipulated and regulated under the law, it is necessary for the data controller to fulfill its legal obligation, the data being made public by the data subject itself, the data processing being mandatory for the legitimate interests of the data controller provided that it does not harm the fundamental rights and freedoms of the data subject, the data processing being mandatory for the establishment, exercise or protection of a right.*

### 2.3. TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER THE PERSONAL DATA OF THE PARTIES OF TRANSACTIONS?

If the processing of the personal data is required in order to fulfill the purposes stated above, the personal data of the Parties of Transactions can be transferred to vendors, Office partners, and authorized public institutions and organizations, provided that such transfer shall be in compliance with the principle of proportionality.

### 2.4. HOW DO WE COLLECT AND STORE YOUR PERSONAL DATA?

We collect your personal data personally, through our partners, employees, or through various channels, in accordance with the Law and relevant legislation, by means of information and documents you have shared or generated during attorney-client legal consultancy relationship or similar contractual relationships, all kinds of oral or written communication, electronic methods, phone, contracts, court, prosecution office, enforcement procedures, and e-mail, and we may process such data fully or partially by automated methods for the purposes stated herein.

For the collected Personal Data, the data on paper are recorded/held in closed and/or secured areas such as unit/department cabinets or archives, while electronic data is recorded on software,

cloud, server, and TCAO database. It is also possible to record/hold Personal Data on peripheral systems such as network devices, flash-based media, magnetic tape, magnetic disk, mobile phone, optical disk, and printer. Your personal data is being stored for the time period required for the purpose of process and/or for the time period stipulated under the relevant regulations for the storage of this data, if any. At the end of the relevant period, your personal data will be deleted, destroyed, or anonymized in accordance with the regulation and the relevant policy and procedures of TCAO.

## 2.5. WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

By applying to TCAO you have the rights to; *learn whether your personal data is being processed, request information in the event that your personal data has been processed, learn the purpose of processing your personal data and whether the data has been used in accordance with the purpose of process, know about the third parties, domestic or abroad, to whom your personal data is transferred, request correction of your personal data in case of incomplete or incorrect processing and to request the third parties to whom your personal data has been transferred to be notified about the transaction regarding this, request deletion or destruction of your personal data in the event that the purpose of processing is no longer in effect even though the data has been processed in accordance with the Law and relevant regulations and to request the third parties to whom your personal data has been transferred to be notified of this transaction, object to a result against you that has arisen from your personal data being analyzed exclusively through automated systems, request compensation for the damages that has occurred from your personal data being processed in a way that is incompliant with the Law.*

However, in accordance with Article 28/2 of the Law, except for your right to request compensation for the damages, you cannot use your rights listed above in the following situations: *when the processing of the personal data is necessary for the prevention of crime and for criminal investigation, processing of the personal data that has been made public by the data subject itself when the processing of the personal data is necessary for the execution of supervisory or regulatory mission and disciplinary investigation or proceedings by the competent and authorized public institutions and organizations and professional organizations that has the characteristics of public institution assigned and authorized by the law, when the processing of personal data is necessary for the economic and financial interests of the State with regards to budgetary, tax and financial matters.*

## 2.6. HOW CAN YOU USE YOUR RIGHTS?

In the event that you wish to exercise your rights; you can submit your **application** that states your requests to TCAO in writing or via secure electronic signature, mobile signature, or your e-mail address that you have previously registered in TCAO's system.

You may send your written application that is in Turkish language to **"Bağdat Caddesi Refik Bey Apt. No: 332/3 Caddebostan Kadıköy İstanbul"** by the notary public, or deliver it in person or by a proxy to the same address.

For applications to be made by other means mentioned above (*electronically*), you may send your application, which is written in Turkish language, to the address stated below:

**e-mail:** [info@tahan-cem.av.tr](mailto:info@tahan-cem.av.tr)

It is mandatory to submit the documents authenticating your identity, the documents supporting your request, if any, and if you wish to exercise such right through a proxy, the notarized copy of the proxy statement with specific authorization for the issue, along with the form.

In the course of an application; in the event of sharing incomplete or inaccurate information, failure to express the request clearly, lack of or improper submission of supportive documents, failure to attach a copy of the proxy statement for applications through proxy, we may encounter difficulties meeting your requests which may result in delays in the investigation process. Therefore, it is important to comply with the foregoing while exercising your rights. In such cases, TCAO shall not be responsible for any delays. All legal rights of TCAO are reserved in case of any incorrect, contrary to facts/law and malicious applications.

### III. PRIVACY NOTICE FOR VENDORS

This Privacy Notice has been prepared in accordance with Article 10 of the Law on the Protection of Personal Data numbered 6698 ("Law"), to provide data owners the information on the purposes of collecting and processing of their personal data, the legal reasons, the method of collecting, the recipient groups to whom the personal data can be transferred, the rights of the data owners and the methods for exercising their rights in accordance with the Law; in cases where Tahan – Cem Attorney Partnership (hereinafter to be referred to as "TCAO/Office") acts as the Data Controller within the scope of the Law.

Within this framework, the information stated herein will be valid to the extent that we, as TCAO, process your personal data as the Data Controller. Data processing activities that TCAO carries out in line with the instructions and/or requests of our clients and/or as data processors are outside the scope of this Privacy Notice. Necessary notifications and clarifications regarding these activities are made by those acting as data controllers and/or our respective clients.

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#### 3.1. WHICH PERSONAL DATA DO WE PROCESS ABOUT THE VENDORS/VENDOR REPRESENTATIVES AND FOR WHAT PURPOSE?

We process data regarding real persons that we have received goods and services and their authorized signatories, shareholders and employees (collectively referred to as "Vendors/Vendor Representatives"), such as identity information, contact information, financial information, professional information, for the purposes of *execution of goods/services procurement procedures, execution of financial and accounting works, execution of communication activities, execution of storage and archiving activities, following up on request and complaints, providing information to authorized persons, institutions and organizations.*

#### 3.2. FOR WHICH LEGAL REASONS DO WE PROCESS PERSONAL DATA REGARDING VENDORS/VENDOR REPRESENTATIVES?

The personal data of the Vendors/Vendor representatives are being processed within the scope of administrative and management activities and financial operations of TCAO, to the extent necessary for the purposes stated herein for the following legal reasons: *by reason of the fact that; the personal data of the parties to the contract being required to be processed on the condition that it is directly related to the establishment or execution of the contract, it is necessary for the data controller to fulfill its legal obligation, the data being made public by the data subject itself, the data processing being mandatory for the legitimate interests of the data controller provided that it does not harm the fundamental rights and freedoms of the data subject, the data processing being mandatory for the establishment, exercise or protection of a right.*

#### 3.3. TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER THE PERSONAL DATA OF VENDORS/VENDOR REPRESENTATIVES?

If the processing of the personal data is required in order to fulfill the purposes stated above, the personal data of the Vendors/Vendor representatives can be transferred to our accounting firm, other service provider firms and vendors, authorized public institutions and organizations, notaries, banks, consultants, real persons and legal entities, and Office partners, provided that such transfer shall be in compliance with the principle of proportionality.

#### 3.4. HOW DO WE COLLECT AND STORE YOUR PERSONAL DATA?

We collect your personal data personally, through our partners, employees, or various channels, in accordance with the Law and relevant legislation, by means of information and documents you have shared or generated during service relationships or similar contractual relationships, all kinds of oral or written communication, electronic methods, phone, contracts, and e-mail, and we

may process such data fully or partially by automated methods for the purposes stated herein. For the collected Personal Data, the data on paper are recorded/held in closed and/or secured areas such as unit/department cabinets or archives, while electronic data is recorded on software, cloud, server, and TCAO database. It is also possible to record/hold Personal Data on peripheral systems such as network devices, flash-based media, magnetic tape, magnetic disk, mobile phone, optical disk, and printer. Your personal data is being stored for the time period required for the purpose of process and/or for the time period stipulated under the relevant regulations for the storage of this data, if any. At the end of the relevant period, your personal data will be deleted, destructed, or anonymized in accordance with the regulation and the relevant policy and procedures of TCAO.

### 3.5. WHAT ARE YOUR RIGHTS AS DATA SUBJECT?

By applying to TCAO you have the rights to; *learn whether your personal data is being processed, request information in the event that your personal data has been processed, learn the purpose of processing your personal data and whether the data has been used in accordance with the purpose of process, know about the third parties, domestic or abroad, to whom your personal data is transferred, request correction of your personal data in case of incomplete or incorrect processing and to request the third parties to whom your personal data has been transferred to be notified about the transaction regarding this, request deletion or destruction of your personal data in the event that the purpose of processing is no longer in effect even though the data has been processed in accordance with the Law and relevant regulations and to request the third parties to whom your personal data has been transferred to be notified of this transaction, object to a result against you that has arisen from your personal data being analyzed exclusively through automated systems, request compensation for the damages that has occurred from your personal data being processed in a way that is incompliant with the Law.*

However, in accordance with Article 28/2 of the Law, except for your right to request compensation for the damages, you cannot use your rights listed above in the following situations: *when the processing of the personal data is necessary for the prevention of crime and for criminal investigation, processing of the personal data that has been made public by the data subject itself when the processing of the personal data is necessary for the execution of supervisory or regulatory mission and disciplinary investigation or proceedings by the competent and authorized public institutions and organizations and professional organizations that has the characteristics of public institution assigned and authorized by the law, when the processing of personal data is necessary for the economic and financial interests of the State with regards to budgetary, tax and financial matters.*

### 3.6. HOW CAN YOU USE YOUR RIGHTS?

In the event that you wish to exercise your rights; you can submit your **application** that states your requests to TCAO in writing or via secure electronic signature, mobile signature, or your e-mail address that you have previously registered in TCAO's system.

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It is mandatory to submit the documents authenticating your identity, the documents supporting your request, if any, and if you wish to exercise such right through a proxy, the notarized copy of the proxy statement with specific authorization for the issue, along with the form.

In the course of an application; in the event of sharing incomplete or inaccurate information, failure to express the request clearly, lack of or improper submission of supportive documents, failure to attach a copy of the proxy statement for applications through proxy, we may encounter difficulties meeting your requests which may result in delays in the investigation process. Therefore, it is important to comply with the foregoing while exercising your rights. In such cases, TCAO shall not be responsible for any delays. All legal rights of TCAO are reserved in case of any incorrect, contrary to facts/law and malicious applications.



#### IV. PRIVACY NOTICE FOR THE EMPLOYEE CANDIDATES AND INTERN CANDIDATES

This Privacy Notice has been prepared in accordance with Article 10 of the Law on the Protection of Personal Data numbered 6698 ("Law"), to provide data owners the information on the purposes of collecting and processing of their personal data, the legal reasons, the method of collecting, the recipient groups to whom the personal data can be transferred, the rights of the data owners and the methods for exercising their rights in accordance with the Law; in cases where Tahan – Cem Attorney Partnership (hereinafter to be referred to as "TCAO/Office") acts as the Data Controller within the scope of the Law.

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#### 4.1. WHICH PERSONAL DATA DO WE PROCESS ABOUT THE EMPLOYEE/INTERN CANDIDATES AND FOR WHAT PURPOSE?

We process data regarding employee candidates such as identity information, contact information, professional information, and photograph, for the purposes of; *execution of employee candidate/intern selection and placement process, carrying out the application processes of the candidates, execution of storage and archiving activities, providing information to the authorized persons, institutions and organizations.*

#### 4.2. FOR WHICH LEGAL REASONS DO WE PROCESS PERSONAL DATA REGARDING EMPLOYEE/INTERN CANDIDATES?

The personal data of the Employee/Intern Candidates are being processed within the scope of administrative and management activities and financial operations of TCAO, to the extent necessary for the purposes stated herein for the following legal reasons: *by reason of the fact that it is necessary for the data controller to fulfill its legal obligation, the data being made public by the data subject itself, the data processing being mandatory for the legitimate interests of the data controller provided that it does not harm the fundamental rights and freedoms of the data subject*

#### 4.3. TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER THE PERSONAL DATA OF EMPLOYEE/INTERN CANDIDATES?

If the processing of the personal data is required in order to fulfill the purposes stated above, the personal data of the Employee/Intern Candidates can be transferred to service provider firms and vendors, authorized public institutions and organizations, and Office partners, provided that such transfer shall be in compliance with the principle of proportionality.

#### 4.4. HOW DO WE COLLECT AND STORE YOUR PERSONAL DATA?

We collect your personal data personally, through our partners, employees, or various channels, in accordance with the Law and relevant legislation, by means of information and documents you have shared or generated during recruitment interviews, all kinds of oral or written communication, electronic methods, phone, contracts, and e-mail, and we may process such data fully or partially by automated methods for the purposes stated herein. For the collected Personal Data, the data on paper are recorded/held in closed and/or secured areas such as unit/department cabinets or archives, while electronic data is recorded on software, cloud, server, and TCAO database. It is also possible to record/hold Personal Data on peripheral systems such as network devices, flash-based media, magnetic tape, magnetic disk, mobile phone, optical disk, and printer. Your personal data is being stored for the time period required for the purpose of process and/or for the time period stipulated under the relevant regulations for the storage of this data, if any. At the end of the relevant period, your personal data will be deleted, destructed, or anonymized in accordance with the regulation and the relevant policy and procedures of TCAO.

#### 4.5. WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

By applying to TCAO you have the rights to; *learn whether your personal data is being processed, request information in the event that your personal data has been processed, learn the purpose of processing your personal data and whether the data has been used in accordance with the*

*purpose of process, know about the third parties, domestic or abroad, to whom your personal data is transferred, request correction of your personal data in case of incomplete or incorrect processing and to request the third parties to whom your personal data has been transferred to be notified about the transaction regarding this, request deletion or destruction of your personal data in the event that the purpose of processing is no longer in effect even though the data has been processed in accordance with the Law and relevant regulations and to request the third parties to whom your personal data has been transferred to be notified of this transaction, object to a result against you that has arisen from your personal data being analyzed exclusively through automated systems, request compensation for the damages that has occurred from your personal data being processed in a way that is incompliant with the Law.*

However, in accordance with Article 28/2 of the Law, except for your right to request compensation for the damages, you cannot use your rights listed above in the following situations: *when the processing of the personal data is necessary for the prevention of crime and for criminal investigation, processing of the personal data that has been made public by the data subject itself when the processing of the personal data is necessary for the execution of supervisory or regulatory mission and disciplinary investigation or proceedings by the competent and authorized public institutions and organizations and professional organizations that has the characteristics of public institution assigned and authorized by the law, when the processing of personal data is necessary for the economic and financial interests of the State with regards to budgetary, tax and financial matters.*

#### **4.6. HOW CAN YOU USE YOUR RIGHTS?**

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