

# INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA FOR SUPPLIER REPRESENTATIVES

**Data Controller: Poliday Construction and Tourism Industry and Trade Inc.**

**Dede Mahallesi, Haktanır Sokak, No: 4 / Z01, Odunpazarı / Eskişehir**

As Poliday Construction and Tourism Industry and Trade Inc. ("**Tasigo Hotels**"), we have prepared this information notice to provide our supplier representatives with information regarding the processing, storage, and transfer of your personal data within the scope of the Personal Data Protection Law No. 6698 ("**KVKK**") and related legislation.

## 1. Processed Personal Data

Identity Information (such as name, surname, signature, signature circular, vehicle plate information, tax identification number, Turkish Republic Identification Number, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- The processing of personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of the contract.	<ul style="list-style-type: none"><li>- Ensuring Compliance with Legislation in Operations</li><li>- Conducting Financial and Accounting Operations</li><li>- Conducting Communication Activities</li><li>- Conducting Business Operations / Auditing</li><li>- Conducting Purchase Processes for Goods / Services</li><li>- Conducting Contract Processes</li></ul>
- It being necessary for the data controller to fulfill its legal obligation.	<ul style="list-style-type: none"><li>- Conducting Activities in Compliance with Legislation</li><li>- Execution of Financial and Accounting Affairs</li><li>- Execution of Communication Activities</li><li>- Execution / Audit of Business Activities</li><li>- Execution of Procurement Processes for Goods / Services</li><li>- Execution of Contract Processes</li></ul>

**Contact Information** (such as email address, company contact address, mobile phone number, fax number, etc.)

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<p>- The processing of personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of the contract.</p>	<ul style="list-style-type: none"> <li>- Ensuring Compliance with Legislation in Operations</li> <li>- Conducting Financial and Accounting Operations</li> <li>- Conducting Communication Activities</li> <li>- Conducting Business Operations / Auditing</li> <li>- Conducting Purchase Processes for Goods / Services</li> <li>- Conducting Contract Processes</li> </ul>
<p>- It being necessary for the data controller to fulfill its legal obligation.</p>	<ul style="list-style-type: none"> <li>- Conducting Activities in Compliance with Legislation</li> <li>- Execution of Financial and Accounting Affairs</li> <li>- Execution of Communication Activities</li> <li>- Execution / Audit of Business Activities</li> <li>- Execution of Procurement Processes for Goods / Services</li> <li>- Execution of Contract Processes</li> </ul>

**Customer Transaction Information** (such as invoice, promissory note, check information, etc.)

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<p>- The processing of personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of the contract.</p>	<ul style="list-style-type: none"> <li>- Execution of Financial and Accounting Affairs</li> <li>- Execution / Audit of Business Activities</li> <li>- Execution of Procurement Processes for Goods / Services</li> <li>- Execution of Contract Processes</li> </ul>
<p>- It being necessary for the data controller to fulfill its legal obligation.</p>	<ul style="list-style-type: none"> <li>- Conducting Financial and Accounting Operations</li> <li>- Conducting Business Operations / Auditing</li> <li>- Conducting Purchase Processes for Goods / Services</li> <li>- Conducting Contract Processes</li> </ul>

**Legal Transaction Information** (activity document, insurance policy, production permit document, registration number, certificates, etc.)

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<p>- The processing of personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of the contract.</p>	<ul style="list-style-type: none"> <li>- Execution of Financial and Accounting Affairs</li> <li>- Execution / Audit of Business Activities</li> <li>- Execution of Procurement Processes for Goods / Services</li> <li>- Execution of Contract Processes</li> </ul>
<p>- It being necessary for the data controller to fulfill its legal obligation.</p>	<ul style="list-style-type: none"> <li>- Conducting Financial and Accounting Operations</li> <li>- Conducting Business Operations / Auditing</li> <li>- Conducting Purchase Processes for Goods / Services</li> <li>- Conducting Contract Processes</li> </ul>

**Physical Space Security Information** (such as camera footage)

<b>Personal Data Processing Condition</b>	<b>Purpose of Personal Data Processing</b>
- It is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.	- Ensuring Physical Space Security - Execution / Audit of Business Activities - Conducting Occupational Health / Safety Activities

**Financial Information** (such as bank account number, IBAN, etc.)

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- The processing of personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of the contract.	- Execution of Financial and Accounting Affairs - Execution / Audit of Business Activities - Execution of Procurement Processes for Goods / Services - Execution of Contract Processes
- It being necessary for the data controller to fulfill its legal obligation.	- Conducting Financial and Accounting Operations - Conducting Business Operations / Auditing - Conducting Purchase Processes for Goods / Services - Conducting Contract Processes

**2. Methods of Personal Data Collection**

Your personal data is collected by us through printed forms, contracts, and email communications.

**3. To Whom and for What Purposes Personal Data May Be Transferred?**

<b>Purpose of Transfer</b>	<b>Recipient Group</b>
- Ensuring Compliance with Legislation - Providing Information to Authorized Individuals, Institutions, and Organizations	- Authorized Public Institutions and Organizations

**4. How Long Will Your Personal Data Be Retained?**

If there is a specific period for data retention determined by law or relevant legislation, the data must be retained for at least that period. If there is no specific period specified in the law or relevant legislation, the data is retained for reasonable periods that are relevant, limited, and proportionate to the processing purposes.

**5. What Are Your Rights Regarding Your Personal Data?**

Regarding your personal data, you have the following rights:

- To learn whether your personal data is being processed or not,

- To request information if your personal data has been processed,
- To learn the purpose of the processing of your personal data and whether they are used for the intended purpose,
- To know the third parties to whom your personal data is transferred domestically or abroad,
- To request the correction of your personal data if they are incomplete or inaccurate,
- Within the framework of the conditions specified in the Personal Data Protection Law, to request the deletion or destruction of your personal data,
- In case of requesting the correction of incomplete or inaccurate data and the deletion or destruction of your personal data, to request the notification of this situation to the third parties to whom we have transferred your personal data,
- To object to a result against yourself arising from the analysis of the processed data solely through automated systems,
- To request the remedy of any damages incurred due to the unlawful processing of personal data.

## **6. How Can You Exercise Your Rights Regarding Your Personal Data?**

You can submit your requests and applications regarding your personal data using the Relevant Person Application Form through:

- Sending an email to kvkkbasvuru@tasigo.com,
- Applying in person to Tasigo Hotels with a valid identification document,
- Sending a physically signed and photocopy of your identification document to the address: Dede Mahallesi Haktanır Sokak No: 4 Odunpazarı / Eskişehir,
- Sending an email to kvkkbasvuru@tasigo.com with a mobile signature or secure electronic signature,
- Sending an email to the registered electronic mail (KEP) address polidayinsaat@hs01.kep.tr using a registered electronic mail (KEP) address and secure electronic signature or mobile signature.

According to the Regulation on the Application Procedures and Principles to the Data Controller, it is mandatory for the Relevant Person to provide their name, surname, signature if the application is in writing, T.C. identification number (for foreign applicants, nationality, passport number, or if available, identification number), address for notification, electronic mail address for notification if available, phone number, and fax number, as well as the relevant information about the subject of the request.

The Relevant Person must clearly state the requested matter in the application, along with the explanations related to the right they wish to exercise. The application must include the necessary information and documents related to the request.

The subject of the request must be related to the applicant's person. If the request is made on behalf of someone else, the applicant must have a special authorization for this purpose, and the authorization must be documented (power of attorney). Additionally, the application must include the applicant's identity and address information, and the identity verifying documents must be attached to the application.

Requests made by unauthorized third parties on behalf of others will not be taken into consideration.

### **7. How Long Does It Take to Respond to Your Requests Regarding the Processing of Your Personal Data?**

Your requests regarding your personal data will be evaluated, and a response will be provided to you within the shortest time possible, and no later than 30 days from the date it reaches Tasigo Hotels. If your request is accepted or rejected with an explanation, our response will be communicated to you using the method you specified in your application, primarily through postal mail or email if possible.