



**ELELE DÖŞEME SANAYİ VE TİCARET A.Ş.**  
**PRIVACY NOTE FOR VISITORS**

This privacy notice has been prepared by Elele Döşeme Sanayi ve Ticaret A.Ş. ( the “Company” ) as a Data Controller, in accordance with the article 10 of the Law No. 6698 on the Protection of Personal Data ( the “Law” ) and the Communiqué on the Principles and Procedures for Fulfilment of Information Obligation.

The information of name – surname, job title and the related firm of the visitors are being recorded through “Visitors Book” for the following limited purposes:

- i. Ensuring physical place security
- ii. Ensuring the security of company’s data
- iii. Ensuring the safety of employees' life and property.

Although the visitor is requested to present the identity card in order to verify the identity of the visitor, it is also accepted that the visitors who do not willing to deliver the identity card to our information desk while the visitor card is issued, also deliver the business card.

Personal data obtained for the above mentioned purposes are processed by the security chief at the entrance of the company and the registration process is audited by the Financial and Administrative Affairs Manager.

Pursuant to the Article 5 of the Law, the above-mentioned personal data is being processed non-automatically but being a part of a data recording system (via Guestbook) in accordance with the law and general principles based on the legal grounds that that data processing is mandatory for fulfilling the legal obligation of the Data Controller and having legitimate interests of the Data controller, provided that the fundamental rights and freedoms of the person concerned shall not be infringed.

The above-mentioned personal data is being kept confidential and not being shared with any third party. However, these data might be shared with the judicial and/or administrative authorities where it’s necessary and legally requested in order to resolve the legal disputes or to fulfill the legal obligation of the data controller in accordance with the article 8 of the Law.

Kindly forward your requests stipulated into the article 11 of the Law titled “Rights of the Data Subject” and in the Communiqué on the Application Procedures and Principles to the Data Controller along with the information that identifies your identity and the explanations regarding the rights:

- through the "Application Form" at [www.elelefoam.com](http://www.elelefoam.com) or in writing with a petition that consisting of your identity and contact information to the following adress: Işıktepe OSB Mah. Ormanlar Cd. No:2/Nilüfer/Bursa or;
- electronically to [eleledoseme@hs03.kep.tr](mailto:eleledoseme@hs03.kep.tr) or;
- via e-mail address where your membership is confirmed, to [kvk@elelefoam.com](mailto:kvk@elelefoam.com).

Please send your demands with the phrase "Request for Personal Data Information".

You may also find detailed information on the "Application Form" at [www.elelefoam.com](http://www.elelefoam.com).