



YEŞİL SİYAH DENİZCİLİK LOJİSTİK LİMİTED ŞİRKETİ PRIVACY NOTICE REGARDING THE PROCESSING OF PERSONAL DATA FOR PURCHASERS OF PRODUCTS OR SERVICES

As Yeşil Siyah Denizcilik Lojistik Limited Şirketi (the “Company”), we greatly emphasize the security of your personal data. Therefore, in our role as “Data Controller” according to the Personal Protection Law no 6698 (the “Law”) and the Communiqué on the Principles and Procedures to comply With the Fulfillment of the Obligation to Inform (the “Communiqué”), we here at the Company would like to explain to those persons who purchase products or services from us how their data are being collected and processed as well as for how long such data will be retained (The person who is purchasing Products or Services is also referred to as the “Customer” in this Privacy Notice.)

The following actions are carried out in line with the requirements of legislation while utilizing your data:

ISSUING FREIGHT INVOICES

The personal data being processed within the context of issuing Freight Invoices are as follows:

- Name-surname, T.R. ID number, tax ID number, signature
- Address, e-mail, phone number

Personal data processed within the context of issuing Freight Invoices shall be retained for ten years after the legal obligation ceases.

Personal data used within the context of issuing Freight Invoices are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

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Personal data collected within the context of issuing Freight Invoices are processed for the following purposes:

- Conducting activities in compliance with legislation,
- Conducting contract negotiations,
- Management of accounting and financial affairs,
- Engaging in communication activities.

The personal data collected within the scope of issuing Freight Invoices are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,
- Performance of a contract.

The personal data collected within the scope of issuing Freight Invoices may be shared with the following persons. The personal data is being transferred abroad:

- Competent public authorities and agencies,
- Group companies,
- Business partners.

E-INVOICES AND E-ARCHIVE INTEGRATION

The personal data being processed within the context of E-invoices and e-archive integration are as follows:

- Name-surname, T.R. ID number, tax ID number, signature,
- Address, e-mail, phone number.

Personal data processed within the context of E-invoices and e-archive integration shall be retained for ten years after the legal obligation ceases to exist.

Personal data used within the context of E-invoices and e-archive integration are collected with the following methods:

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- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of E-invoices and e-archive integration are processed for the following purposes:

- Conducting activities in compliance with legislation,
- Conducting contract negotiations,
- Management of accounting and financial affairs,
- Engaging in communication activities.

The personal data collected within the scope of E-invoices and e-archive integration are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,
- Performance of statutory obligations,
- Performance of a contract.

The personal data collected within E-invoices and e-archive integration scope may be shared with the following persons. The personal data is being transferred abroad:

- Competent public authorities and agencies,
- Group companies,
- Business partners.

ISSUING INVOICES, CHECKS, AND INSTRUMENTS

The personal data being processed within the context of issuing Invoices, Checks, and Instruments are as follows:

- Name-surname, T.R. ID number, tax ID number, signature,

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- Address.

Personal data processed within the context of issuing Invoices, Checks, and Instruments shall be retained for ten years after the termination of the agreement.

Personal data used within the context of issuing Invoices, Checks, and Instruments are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of issuing Invoices, Checks, and Instruments, as well as generating an employee personnel file, are processed for the following purposes:

- Engaging in product/service sales,
- Management of accounting and financial affairs,
- Engaging in communication activities.

Personal data collected within the context of issuing Invoices, Checks, and Instruments, as well as generating an employee personnel file, are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,
- Performance of a contract.

Personal data collected within the context of issuing Invoices, Checks, and Instruments may be shared with the following persons. The personal data is being transferred abroad:

- Competent public authorities and agencies,
- Group companies,
- Business partners.

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SHARING INFORMATION WITH ACCOUNTANTS

The personal data being processed within the context of sharing information with accountants are as follows:

- Name-surname, birth date, and place, marital status, T.R. ID no, national ID,
- Address, e-mail address, contact address, KEP (Registered Email), telephone number,
- Invoice, instrument, check details, fee/price information.

Personal data processed within the context of sharing information with accountants shall be retained for ten years after the end of the legal relationship.

Personal data used within the context of sharing information with accountants are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of sharing information with accountants are processed for the following purposes:

- Managing/controlling business affairs,
- Conducting contract negotiations,
- Management of accounting and financial matters,
- Engaging in communication activities.

Personal data collected within the context of sharing information with accountants are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,

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- Statutory provisions.

Personal data collected within the context of sharing information with accountants may be shared with the following persons. The personal data is being transferred abroad:

- Competent public authorities and institutions,
- Business partners.

SOCIAL MEDIA MANAGEMENT

The personal data being processed within the context of social media management are as follows:

- Name-surname,
- Telephone number, e-mail,
- Visual and audio records.

Personal data processed within the context of social media management shall be retained for ten years after the termination of the agreement.

Personal data used within the context of social media management are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of social media management are processed for the following purposes:

- Engaging in efforts to improve/develop talent/career,
- Engaging in communication activities.

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Personal data collected within the context of social media management are being processed based on the following legal grounds:

- Explicit consent.

Personal data collected within the context of social media management may be shared with the following persons. The personal data is being transferred abroad:

- Public.

LEGAL SUPPORT

The personal data being processed within the context of legal support are as follows:

- Name-surname, mother's name, father's name, date of birth, place of birth, T.R. ID no, signature, serial number for official TR ID,
- Information on the case file,
- Address, e-mail address, contact address, KEP (Registered Email), telephone no.

Personal data processed within the context of legal support shall be retained for ten years as required by the General Provisions of the Turkish Code of Obligations.

Personal data used within the context of legal support are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The personal data that is collected is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of legal support are

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processed for the following purposes:

- Managing employee side benefits and other interests,
- Conducting activities in compliance with legislation,
- Engaging in communication activities.

Personal data collected within the context of legal support are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,
- required for the satisfaction of the data controller's obligations,
- required to establish, exercise or protect a right.

Personal data collected within the context of legal support may be shared with the following persons. The personal data is being transferred abroad:

- Business partners.

RETAINING CUSTOMER BUSINESS CARDS

The personal data being processed within the context of retaining Customer business cards are as follows:

- Name-surname,
- Address, e-mail address, contact address, telephone number.

Personal data processed within the context of retaining Customer business cards shall be kept for ten years after the termination of the contract.

Personal data used within the context of retaining Customer business cards are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.

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- The collected personal data is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of retaining Customer business cards are processed for the following purposes:

- Customer relations management,
- Engaging in communication activities.

Personal data collected within the context of retaining Customer business cards are being processed based on the following legal grounds:

- Performance of the contract,
- Explicit consent for the transfer of data abroad.

Personal data collected within the context of retaining Customer business cards may be shared with the following persons. The personal data is being transferred abroad:

- Natural persons or private legal entities,
- Group companies,
- Business partners

LEASING CONCERNING COMMISSION AGREEMENTS

The personal data being processed within the context of leasing concerning commission agreements are as follows:

- Name-surname, T.R. ID no, signature, tax ID no,
- Address, e-mail address, contact address, KEP (Registered Email), telephone number.

Personal data processed within the context of leasing concerning commission agreements shall be retained for ten years after the termination of the contract.

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Personal data used within the context of leasing concerning commission agreements are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The collected personal data is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of leasing concerning commission agreements are processed for the following purposes:

- Conducting activities in compliance with legislation,
- Managing/controlling business affairs,
- Purchase of goods/services,
- Managing wage policy.

Personal data collected within the context of leasing concerning commission agreements are being processed based on the following legal grounds:

- Required for the performance of a contract,
- Explicit consent for the transfer of data abroad.

Personal data collected within the context of leasing concerning commission agreements may be shared with the following persons. The personal data is being transferred abroad:

- Natural persons or private legal entities,
- Shareholders,
- Business partners,
- Subsidiaries and affiliates,
- Group companies,
- Competent public authorities and agencies.

FOLLOWING UP ON BUSINESS

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The personal data being processed within the context of following up on business are as follows:

- Name-surname, T.R. ID no, tax ID no, date of birth, place of birth, signature,
- Address, e-mail, telephone number,
- Call center records, **information on cash receipts**,
- IP address information, website login/logout information, passwords,
- Audio recording.

Personal data processed within the context of following up on business shall be retained for ten years after termination of the agreement.

Personal data used within the context of following up on business are collected with the following methods:

- Personal data you provide physically or digitally or information and documents conveyed to the Company by third persons who served as your references are collected by automated and non-automated means.
- The collected personal data is kept in your file, on the Company servers, and their backups.

Personal data collected within the context of following up on business are processed for the following purposes:

- Conducting activities in compliance with legislation,
- Managing/controlling business affairs,
- Conducting contract negotiations.

Personal data collected within the context of following up on business are being processed based on the following legal grounds:

- Explicit consent for the transfer of data abroad,
- The processing of personal data belonging to the parties to the agreement is required, provided it directly pertains to the execution or performance of a contract.

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Personal data collected within the context of following up on business may be shared with the following persons. The personal data is being transferred abroad:

- Natural persons or private legal entities,
- Shareholders,
- Business partners,
- Subsidiaries and affiliates,
- Group companies,
- Competent public authorities and agencies.

If you consent, until we receive a request to the contrary from you, we will retain your resume in the Company database and/or physical archives to use the above-stated personal data concerning any positions that may become available at our Company in the future.

Under article 11 of the Law, as a data subject, you are entitled to submit requests to our Company as the data controller concerning your below-stated rights:

- To learn whether your personal data is being processed,
- If your personal data has been processed, to demand information about it,
- To learn the purpose for the processing of your personal data and whether these have been used in line with such purpose,
- To know the third persons to whom your personal data has been transferred, whether in the country or abroad,
- if your personal data has been processed inaccurately or incompletely, request the correction thereof as well as request the notification of third persons to whom such personal data may have been transferred,
- to ask for the erasure or destruction of your personal data, even if processed by the provisions of the Law and other relevant legislation if the reasons for the processing of the data have ceased to exist, as well as to request the notification of third persons to whom such personal data may have been transferred concerning it,

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- to object to any conclusions against your interests as may have been reached by analyzing the data processed exclusively through automated systems,
- Claim compensation for any damages suffered because of the unlawful processing of your personal data.

Under the Communiqué on the Principles and Procedures for Requests Submitted to Data Controllers, you may submit any requests you have about your rights mentioned above to our Company address at “Zorlu Center T0-36, 34340 Beşiktaş / İstanbul” in writing and bearing your wet signature directly by hand, using a notary public or use your email to email to us at all@gnbmar.com.

RESPECTFULLY,

YEŞİL SİYAH DENİZCİLİK LOJİSTİK LİMİTED ŞİRKETİ

DATE :

PERSON BEING NOTIFIED :

SIGNATURE :

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