

## INFORMATION NOTE

As Satel Gayrimenkul Geliştirme Kiralama ve Tic. A.Ş. (“**Company**”), we show maximum care for the security of your personal data. In this regard, we give great importance to processing and storage of personal data of all the persons that are provided to us, as the Company, in accordance with the Law on Protection of Personal Data numbered 6698 (“**Law**”).

### 1. Personal Data Categories Being Processed

Personal data and sensitive personal categories processed by our company are indicated below along with the relevant groups of persons:

- Identity (employee candidate, employee, customer, potential customer, supplier, intern, visitor)
- Contact information (employee candidate, employee, customer, potential customer, supplier, intern, visitor)
- Personnel file (employee, employee candidate, supplier)
- Legal transaction (employee, customer, potential, customer, supplier, intern, visitor)
- Customer transaction (customer and potential customer)
- Environment security (employee candidate, employee, customer, potential customer, supplier, intern, visitor)
- Information security (employee, customer, supplier, intern, visitor)
- Risk management (employee, customer, potential customer, supplier, intern, visitor)
- Finance (employee, customer, supplier)
- Professional experience (employee and employee candidate, intern)
- Marketing (potential customer, customer, visitor)
- Virtual and audio records (employee candidate, employee, customer, potential customer, supplier, intern, visitor)
- Health information (employee, intern, customer)
- Criminal record (employee, intern)
- Other information – Special choices about accommodation (customer, potential customer)

### 2. Collection, Processing and Purposes of Processing of Personal Data

Your personal data shall be collected and used by our Company;

- a) execution and administration of employment,
- b) performance of our Company’s obligations which are required to be performed within the scope of employment,
- c) ensuring security in our buildings and facilities,
- d) execution of human resources and administrative matters,
- e) conducting operations relating to side benefits and interests of employees,

- f) performance of our Company's legal obligations,
- g) execution and maintenance of a contractual relationship with our customers and suppliers,
- h) providing our products/services to our customer,
- i) sending marketing/promotional messages, provided that you have provided your consent.

### **3. To Whom and For Which Purposes the Processed Personal Data May Be Transferred**

When it is required for the purposes stated above, we may transfer your personal data to our business partners, solution partners, affiliates, suppliers, persons who perform services, governmental institutions and offices located in Turkey and/or abroad, within the scope of conditions and purposes of processing of personal data stated in articles 8 and 9 of the Law.

### **4. Method and Legal Cause of Collection of Personal Data**

Your personal data is obtained in all kinds of verbal, written or electronic environment. Your personal data collected such manner shall be processed with the following legal causes stated in the Law: (i) cases where processing activity is stated under the laws, (ii) cases where processing is required for execution or performance of a contract, (iii) cases where processing is required for establishment, use or protection of a right, (iv) cases where processing is required for legitimate interests of the data controller, or based on your explicit consent.

Additionally, in accordance with the above mentioned legitimate purpose of our Company, your personal data is also collected by way of cameras in order to provide security within the Company.

### **5. Data Security**

Our Company protects your personal data in full compliance with all reasonable technical and administrative security controls, which are required to be conducted according to information security standards and procedures, and at an appropriate level against the potential risks.

### **6. Data Subject's Rights Listed Under Article 11 of the Law**

When you, as the personal data subjects, submit your requests regarding your rights to our Company with the methods set forth under this Information Note, our Company shall respond to such request without any charge and within 30 days at the latest, depending on the nature of the request.

You have the following rights;

- Right to acknowledge whether the personal data is processed,
- Right to request information on the matter, if the personal data is processed,
- Right to acknowledge the purpose of processing of personal data and whether the

personal data is used in accordance with such purpose,

- Right to know the third parties to which the personal data are transmitted domestically or in abroad,
- If the personal data is processed wrongfully or deficiently, right to request for correction of the personal data and to request notification of the transaction performed in this respect to third parties, to which personal data is transferred,
- Right to request for deletion or disposal of the personal data, when the reasons require processing of such personal data are disappeared, even though the personal data are processed in compliance with the Law and provisions of other relevant laws, and to request notification of the transaction performed in this respect to third parties, to which personal data is transferred,
- Right to object to occurrence of a circumstance against the interest of the data subject, which came to existence as a result of analyzing the processed data exclusively by automatic systems,
- Right to request for compensation for the damages incurred due to unlawful processing of personal data.

Pursuant to article 13/1 of the Law, you may direct your request regarding the use of your rights as set out above in writing to the address of **Fairmont Quasar Istanbul, Büyükdere Caddesi No:76, Mecidiyeköy, İstanbul** or by way of using registered electronic mail (KEP) address, secure electronic signature, mobile signature or electronic mail address to the address of **istanbul@fairmont.com**.