

COMMUNICATION FORM CLARIFICATION TEXT

Tosunoğulları Mobilya San. ve Tic. A.Ş. (**Bürotime**) has the title of Data Controller within the scope of the Law on the Protection of Personal Data No. 6698 (“KVKK”) and other relevant regulations, and you, as a real person, are considered and defined as the Concerned Person. As the Data Controller, we would like to inform you about the processing of your data as we have an obligation to inform you in accordance with article 10 of the Law that we process your personal data set forth below in accordance with the general principles of Article 4 of the Law, that we attach importance to the security of the personal data belonging to the Concerned Person.

I. PROCESSED PERSONAL DATA, PURPOSE OF PROCESSING, LEGAL REASONS and METHOD OF COLLECTION

Your personal data you share through the **Communication Form** on our website may be processed in accordance with the LPPD (KVKK) and related secondary regulations in order to inform the concerned persons in the goods or services processes provided by our company, to carry out business processes, after-sales services, advertising/sponsorship and cooperation requests and to contact you about the subject you are applying for. We kindly ask you not to share your personal data that you do not want us to know and your sensitive personal data.

Identity (<i>Name Surname</i>)		
Purpose of Processing	Legal Basis	Method of Collection
<ul style="list-style-type: none"> Evaluation of Advertising/Sponsorship/Cooperation Requests, Handling of Customer Relations Management Processes Handling of Request/Complaint Management Processes Handling of Processes Involving Sale of Goods / Services Within the scope of After-Sales Services; <p>In order to be used for personal addressing in case of contacting the Concerned Person and to convey to the Concerned Person the solutions and answers to the complaints, suggestions, questions and requests regarding the services offered</p>	<ul style="list-style-type: none"> If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, If Data Processing is obligatory for the Establishment, Use or Protection of a Right 	Automatic submission via online electronic forms

Purpose of Processing Your Contact (<i>Electronic mail, address</i>) Data		
	Legal Basis of Processing Your Data	Method of Collection
<ul style="list-style-type: none"> Evaluation of Advertising/Sponsorship/Cooperation Requests, Handling of Communication Activities Handling of Customer Relations Management Processes Within the scope of Performing After-Sales Services; 	<ul style="list-style-type: none"> If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, If Data Processing is obligatory 	Automatic submission via online electronic forms

<ul style="list-style-type: none"> • Within the scope of handling Request/Complaint Management Processes <p>For the purpose of communicating about the subject to which the Concerned Person has applied,</p>	for the Establishment, Use or Protection of a Right	
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Customer Transaction Information (Subject Matter / Request Details)		
Purpose of Processing Your Personal Data	Legal Basis of Processing Your Personal Data	Method of Collection
<ul style="list-style-type: none"> • Evaluation of Advertising/Sponsorship/Cooperation Requests, • Handling of Customer Relations Management Processes • Within the scope of Performing After-Sales Services; • Within the scope of handling Request/Complaint Management Processes <p>For the purpose of resolving or responding to the matter, complaint, suggestion, question or request conveyed by the Concerned Person</p>	<ul style="list-style-type: none"> • If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, • If Data Processing is obligatory for the Establishment, Use or Protection of a Right 	Automatic submission via online electronic forms

Transaction Security Information (IP Address, Online Identifiers)		
Purpose of Processing Purpose of Processing	Legal Basis of Processing Your Personal Data	Method of Collection of Data
<ul style="list-style-type: none"> • Execution of activities in accordance with the legislation • Handling of Customer Relations Management Processes • Execution of Information Security Processes 	<ul style="list-style-type: none"> • Expressly stipulated in the law • Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm your fundamental rights and freedoms as the concerned person 	Automatically via Electronic Systems and Online Electronic Forms

II. STORAGE OF PERSONAL DATA

Your Personal Data will be processed and kept for a limited period of time in accordance with the Data Controller's Storage and Destruction Policy within the scope of the legal exceptions in the 2nd paragraph of Article 5 of the LPPD. Your data will be deleted, destroyed or anonymized ex officio or upon your request, in case the legal grounds requiring data processing no longer apply.

III. TRANSFER OF PERSONAL DATA

As a rule, your personal data is not transferred to 3rd parties. However, your personal data may be transferred to the relevant authorities without the obligation to inform, upon a request in accordance with the 2nd paragraph of Article 28 of the LPPD or for the fulfillment of legal obligations and in a limited manner for this purpose.

IV. YOUR RIGHTS REGARDING YOUR PERSONAL DATA

By applying to the Data Controller as a Concerned Person;

If you submit your requests in Article 11 of the LPPD regulating the rights of the Concerned Person to the Data Controller in accordance with the written or other application procedures determined by the Board, located at the address of Konya OSB Evrenköy Cad. No:5 Selçuklu, KONYA, for your rights stipulated in the Communiqué on the Procedures and Principles of Application to the Data Controller, your request will be concluded free of charge as soon as possible and within 30 (thirty) days at the latest in consideration of the nature of your request.

You can find detailed information on the subject in our Personal Data Processing and Protection Policy at [www.burotime.com/..](http://www.burotime.com/)”.

COMMUNICATION FORM CLARIFICATION TEXT

Data Controller : Tosunoğulları Mobilya San. ve Tic. A.Ş. (**Bürotime**)
Address : Konya OSB Evrenköy Cad. Number: 5 Selçuklu, KONYA / TÜRKİYE

V. PROCESSED PERSONAL DATA, PURPOSE OF PROCESSING, LEGAL REASONS and METHOD OF COLLECTION

Your personal data you share through the **Communication Form** on our website may be processed in accordance with the General Data Protection Regulation (**GDPR**) and related secondary regulations in order to inform the concerned persons in the goods or services processes provided by our company, to carry out business processes, after-sales services, advertising/sponsorship and cooperation requests and to contact you about the subject you are applying for. We kindly ask you not to share your personal data that you do not want us to know and your sensitive personal data.

Identity (Name Surname)		
Purpose of Processing	Legal Basis	Method of Collection
<ul style="list-style-type: none"> Evaluation of Advertising/Sponsorship/Cooperation Requests, Handling of Customer Relations Management Processes Handling of Request/Complaint Management Processes Handling of Processes Involving Sale of Goods / Services Within the scope of After-Sales Services; <p>In order to be used for personal addressing in case of contacting the Concerned Person and to convey to the Concerned Person the solutions and answers to the complaints, suggestions, questions and requests regarding the services offered</p>	<ul style="list-style-type: none"> If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, If Data Processing is obligatory for the Establishment, Use or Protection of a Right 	Automatic submission via online electronic forms

Purpose of Processing Your Contact (Electronic mail, address) Data		
	Legal Basis of Processing Your Data	Method of Collection
<ul style="list-style-type: none"> Evaluation of Advertising/Sponsorship/Cooperation Requests, Handling of Communication Activities Handling of Customer Relations Management Processes Within the scope of Performing After-Sales Services; Within the scope of handling Request/Complaint Management Processes <p>For the purpose of communicating about the subject to which the Concerned Person has applied,</p>	<ul style="list-style-type: none"> If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, If Data Processing is obligatory for the Establishment, Use or Protection of a Right 	Automatic submission via online electronic forms

Customer Transaction Information (Subject Matter / Request Details)		
Purpose of Processing	Legal Basis of Processing Your Personal Data	Method of Collection of Data
<ul style="list-style-type: none"> • Evaluation of Advertising/Sponsorship/Cooperation Requests, • Handling of Customer Relations Management Processes • Within the scope of Performing After-Sales Services; • Within the scope of handling Request/Complaint Management Processes <p>For the purpose of resolving or responding to the matter, complaint, suggestion, question or request conveyed by the Concerned Person</p>	<ul style="list-style-type: none"> • If it is necessary to process your personal data as a party to the contract, provided that it is directly related to the execution or performance of a contract, • If Data Processing is obligatory for the Establishment, Use or Protection of a Right 	<p>Automatic submission via online electronic forms</p>

Transaction Security Information (IP Address, Internet Login Logout Information, Browser Information, Access Status, Name and Version of Operating System)		
Purpose of Processing Your Personal Data	Legal Basis of Processing Your Personal Data	Method of Collection of Data
<ul style="list-style-type: none"> • Execution of activities in accordance with the legislation • Handling of Customer Relations Management Processes • Execution of Information Security Processes 	<ul style="list-style-type: none"> • Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm your fundamental rights and freedoms as the concerned person 	<p>Automatically via Electronic Systems and Online Electronic Forms</p>

VI. STORAGE OF PERSONAL DATA

Your Personal Data will be processed and kept for a limited period of time subject to exceptions provided for in paragraph (b) of Article 6 of GDPR for periods stipulated in Data Controller's Storage and Destruction Policy. Your data will be deleted, destroyed or anonymized ex officio or upon your request, in case the legal grounds requiring data processing no longer apply.

VII. TRANSFER OF PERSONAL DATA

As a rule, your personal data is not transferred to 3rd parties. However, your personal data may be transferred to the relevant authorities without the obligation to inform, for the fulfillment of legal obligations and in a limited manner for this purpose.

VIII. YOUR RIGHTS REGARDING YOUR PERSONAL DATA

As a Concerned Person you can use the following rights by applying to the Data Controller:

- Right to informed
- Right to Access
- Right to erasure
- Right to restrict processing
- Right to object

- Right to rectification
- Right to data portability
- Right to withdraw your consent

If you submit your above rights listed within the scope of **GDPR**, as accompanied with wet signature and identity, to Data Controller residing at the address of Konya OSB Evrenk y Cad. No:5 Sel uklu, KONYA in writing or in accordance with other application procedures determined by the Board, it will be finalized as soon as possible and free of charge within 30 (thirty) days at the latest according to the nature of your request.

You can find detailed information on the subject in our Personal Data Processing and Protection Policy at [www.burotime.com/..](http://www.burotime.com/)”.