ESNA INTERNATIONAL FREIGHT FORWARDING & FOREIGN TRADE CO. LTD.

CLARIFICATION TEXT OF THE WEBSITE UNDER THE LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA

ESNA INTERNATIONAL FREIGHT FORWARDING & FOREIGN TRADE CO. LTD. (“ESNA”), due to the activities it carries out, takes all kinds of technical and legal measures in the processing of your personal data in accordance with the Law on Protection of Personal Data ("KVKK") numbered 6698.

Your personal data are processed in the capacity of data controller by ESNA;

- In accordance with the law and honesty rule,
- Within the scope of the employment contract arising among us and our supplier employees,
- By continuing to be relevant and accurate as reported to us,
- Conforming with the purpose of processing in a limited and measured manner,
- To be kept for the period foreseen in the relevant legislation or required for the purpose for which they are processed.

Relevant persons can access detailed information about the processed personal data, the purposes of processing their personal data, the transfer of personal data to third parties, the legal reasons for collecting personal data, and their rights in the KVKK from the following clarification text.

Legal Reason

The legal grounds that ESNA relies on during data processing are as follows:

- Existence of explicit consent (“m.5/1”).
- Clearly stipulated in laws (“m.5/2-a”).
- It is necessary to process personal data belonging to the parties of the contract, provided that it is directly related to the establishment or performance of a contract, (“m.5/2-c”).
- It is mandatory for the data controller to fulfill his/her legal obligation.
- The person concerned has been made public by herself (“m.5/2-d”).
- Compulsory data processing for the establishment, use or protection of a right (“m.5/2-e”).
- Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the person concerned (“m.5/2-f”).

Personal Data Processed

Data Processing Purpose	Personal Data Processed	Data Processing Conditions	Data Collection Methods
Making Document Records - Receiving Applications - Receiving Requests	Name, Surname, Phone, E-Mail, Petition, Address Information, Request Content	m.5/2-c, m.5/2-ç	by application of the relevant person (via non-automatic means)
Bidding Potential Customers and Managing Project	Name, Surname, Position, Name of the Institution where the relevant person works, Telephone, E-mail, address	m.5/2-d	by Hand, Email, Phone (via non-automatic means)
Candidate Application Interviews	Name, Surname, Contact Information, Date of Birth, Past Work Experience, Family Status, Foreign Language Knowledge, Education Information	m.5/1	Career Sites, Personal Application (via non-automatic means)
Evaluating and Collecting of Service Procurement Offer	Name, Surname, telephone and fax numbers for contact, e-mail address, accounting officer information, payment method & maturity date information, Signature Circular and Tax Board.	m.5/2-c, m.5/2-ç	Electronic mail (via non-automatic means)
Creating Customer Account	Name, Surname, Company Name, Phone Number, E-Mail, Bank Account Number, T.C. Identification number	m.5/2-c, m.5/2-e	E-mail from the Customer, via Physical Document (via non-automatic means)
Organizing the Meetings	Name, Surname, Phone Number, signature (meeting minutes)	m.5/2-f.	Information provided by the person concerned (via non-automatic means)
Ensuring Security	Audio and Video	m.5/2-a, m.5/2-f	via automatic means

Transferring Personal Data to Domestic Third Parties

Data Transfer Purpose	**Recipient Groups**
For the Purpose of Fulfilling Legal Obligations	Judicial and Administrative Authorities when necessary
Bidding and Managing Project to Ensure Business Continuity	With business partners

Rights of the Relevant Person

Relevant persons can perform the following procedures by serving a notice through notary, a document proving their identity via e-mail, or by submitting their identity through personal application method to ESNA's adress stated below;

- To find out whether personal data is processed or not,
- To request information about any form of personal data processing,
- To find out the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom personal data have been transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data have been transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the law and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom personal data have been transferred,
- To object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- To request for compensation in case of loss due to the illegal processing of personal data

Applications submitted to us are answered within 30 (thirty) days at the latest from the date the request reaches ESNA, depending on the nature of the request. In case the evaluation and decision-making process requires an additional cost, the fee in the tariff determined by the Personal Data Protection Board will be taken as basis. We submit for your review.

The applications made with the KVKK Relevant Person Application Form in order to be accepted, the Personal Data Owner should pay attention to the following matters;

Applications made through hand-delivery should be made by the personal data owner. Personal data owner must submit his / her identity. In case the application is submitted by someone other than the Personal Data Owner, the application must be submitted with a notarized power of attorney.

In case the Application Form approved by the notary is sent by mail, it must be sent by registered mail to determine the start time of the legal process.

Click for the KVKK **Application Form.**

Identity of the Data Controller	
Data Controller	: ESNA INTERNATIONAL FREIGHT FORWARDING & FOREIGN TRADE CO. LTD.
Website	: www.esnafreight.com
E-Mail Address	: info@esnafreight.com
Phone Number	: 0 216 688 45 00
Adress (Istanbul)	: Küçükbakkalköy Mah. Demir Sok. Piyale İş Merkezi No:1 Kat:4 Ataşehir / Istanbul / TURKEY