

**DOSTEL MEDIATION AND ALTERNATIVE DISPUTE RESOLUTION CENTER,  
TRAINING, CONSULTANCY TRADE INC.**

**“APPLICANT PERSON” INFORMATION TEXT WITHIN THE SCOPE OF LAW NO. 6698  
ON PROTECTION OF PERSONAL DATA**

As a data responsible, DOSTEL MEDIATION AND ALTERNATIVE DISPUTE RESOLUTION CENTER, TRAINING, CONSULTANCY TRADE INC provides information with this information text on the method of collecting personal data, purposes of processing, transferring to third persons and rights of relevant persons pursuant to Law on Protection of Personal Data No. 6698 (“Law”).

**Scope of Information Text and Relevant Regulations**

This Information Text covers the following titles:

- Methods of Collecting Personal Data;
- Personal Data Processed, Legal Reasons and Purposes of Processing
- Transfer of Personal Data,
- Rights of the Relevant Person
- Conclusion

DOSTEL MEDIATION processes personal data in order to fulfill its obligations within the scope of the regulations.

**1. METHODS OF COLLECTING THE PERSONAL DATA**

DOSTEL MEDIATION collects the personal data through **KAREL Cloud Video Conference application**, e-mail and written documents and in accordance with the personal data processing conditions specified in the law and in line with the legal reasons specified in DOSTEL MEDIATION Information Text.

## 2. PERSONAL DATA PROCESSED, LEGAL REASONS AND PURPOSES OF PROCESSING

Personal Data Processed	Legal Reason	Processing Purposes
Identity (Name Surname, Date of Birth, Birth Location, Photograph, Signature, Marital Status, Identity Card Copy, Identity Card Series and Sequence Number, Rep. Turkey ID Number)	<ul style="list-style-type: none"> <li>• Provided that it is directly related to the performance of the contract, it being necessary to process the personal data of the parties of the Contract</li> <li>• Being necessary for fulfilling the legal obligation</li> <li>• Being clearly foreseen in the laws</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out Mediation Application Processes</li> <li>• Carrying out Meeting Application Processes</li> <li>• Carrying out Mediation Processes in Cost Effective Manner and In Accordance With Social Distance Rules</li> </ul>
Visual and Audible Records (Visual and Audible Records)	-Open Consent	
Contact (Address No, e-mail address, Phone No)	<ul style="list-style-type: none"> <li>• Provided that it is directly related to the performance of the contract, it being necessary to process the personal data of the parties of the Contract</li> <li>• Being necessary for fulfilling the legal obligation</li> <li>• Being clearly foreseen in the laws</li> </ul>	

<p>Identity (Name Surname, Date of Birth, Birth Location, Photograph, Signature, Marital Status, Identity Card Copy, Identity Card Series and Sequence Number, Rep. Turkey ID Number)</p>	<p>Provided that it is directly related to the performance of the contract, it being necessary to process the personal data of the parties of the Contract          Being necessary for fulfilling the legal obligation           Being clearly foreseen in the laws</p>	<ul style="list-style-type: none"> <li>• Carrying out Mediation Application Processes</li> <li>• Carrying out Meeting Application Processes</li> </ul> <p>Carrying out Mediation Processes in Cost Effective Manner and In Accordance With Social Distance Rules</p>
<p>Visual and Audible Records (Visual and Audible Records)</p>	<p>-Open Consent</p>	
<p>Contact (Address No, e-mail address, Phone No)</p>	<ul style="list-style-type: none"> <li>• Provided that it is directly related to the performance of the contract, it being necessary to process the personal data of the parties of the Contract</li> <li>• Being necessary for fulfilling the legal obligation</li> <li>• Being clearly foreseen in the laws</li> </ul>	
<p>Legal Process (Information In Correspondences With Judicial Bodies, Information in Case File)</p>	<ul style="list-style-type: none"> <li>• Provided that it is directly related to the performance of the contract, it being necessary to process the personal data of the parties of the Contract</li> <li>• Being necessary for fulfilling the legal obligation</li> <li>• Being clearly foreseen in the laws</li> </ul>	

### **3. TRANSFER OF PERSONAL DATA**

#### **A. Transfer Within the Country**

DOSTEL MEDIATION may share the personal data with the following purchaser group provided that it takes all precautions in accordance with Article 8 of the Law in line with the purposes specified in this Information Text.

- KAREL Electronic Industry and Trade Incorporation (With the title of Data Processor)

#### **B. Transfer to Abroad**

DOSTEL MEDIATION does not transfer the personal data it processes in accordance with the KVK Law No. 6698 to abroad.

### **4. RIGHTS OF RELEVANT PERSON**

Relevant Person whose data is processed by DOSTEL MEDIATION, could enforce the following rights mentioned in Article 11 of KVK Law.

- Learn whether his/her personal data is processed;
- If his/her personal data is processed, as for information on this;
- Learn the purpose of processing of personal data and whether it is used for the intended purpose;
- Know the third persons to whom personal data is transferred within the country or abroad;
- In case that personal data is processed missing or erroneous, request for correction;
- Request for deletion or destruction of the personal data within the framework of conditions foreseen under Article 7 of KVK Law.
- Request that the processes performed pursuant to paragraphs (d) and (e) are notified to third persons to whom personal data is transferred,
- Objecting any result that occurs against him/her as a result of analyzing of processed data exclusively with automatic systems;
- In case that he/she incurs any damage due to his/her personal data being processed in violation of the law, he/she has the right to claim for compensation of damage.

The Relevant Person may submit his/her request pursuant to “Communique on Principles and Procedures of Application to Data Responsible” in writing or to registered e-mail address, using secure electronic signature, mobile signature or using the electronic mail address registered in

DOSTEL MEDIATION system. For this, application could be made to Oğuzlar Mahallesi Çetin Emeç Bulvarı No 60/7 Çankaya-ANKARA address with the application forms presented by DOSTEL MEDIATION on its web site (<http://www.dostel.com.tr>) containing his/her name- surname, signature, Republic of Turkey ID number, domicile or workplace address, e-mail address if any, phone or fax numbers and the explanations related to the right intended to be enforced. Besides, information could be obtained from [info@dostel.com.tr](mailto:info@dostel.com.tr) e-mail address or phone No. 0 312 474 1 333.

Following the application of the relevant person, DOSTEL MEDIATION will finalize the application of the relevant person within a legal period of 30 days free of charge. In cases where it is necessary to calculate cost in order to fulfill the demands of the relevant person, DOSTEL MEDIATION reserves the right to claim fee from the relevant persons at an amount of 1 Turkish Lira per each page in written answers above 10 pages, and the amount of the recording media in question if response is provided in CD or flash memory.

DOSTEL MEDIATION reserves the right to make changes in this information text as a result of changes that could occur in the Law and new methods or regulations that could be determined by Personal Data Protection Board.

## **5. CONCLUSION**

Personal data processed by DOSTEL MEDIATION could be processed after taking all information safety measures necessary so as not to be used outside the purposes and scope specified in this Information Text; protected during the period required by the purpose of processing or legal protection period and be made anonymized at the end of the period required by the purpose of processing and continued to be used by DOSTEL MEDIATION, or destroyed in accordance with Law and relevant regulations.

DOSTEL MEDIATION pays attention to process the personal data of the relevant person as per the Law and in accordance with the rules of honesty and in line with up to date, certain, open and legitimate purposes when required, in connection with and limited to the purpose of processing and in a prudent manner, up to the period specified in the relevant regulations or for the period required for the purpose of processing, and takes relevant measures for these purposes.