

CLARIFICATION TEXT FOR NEWSLETTER SUBSCRIBERS

With this clarification text for newsletter subscribers, we as Erdem & Erdem Ortak Avukatlık Bürosu, Erdem & Erdem Danışmanlık A.Ş. and Erdem & Erdem B.V. (“**E&E**”), aim to inform you, our esteemed visitors who request to subscribe to our newsletter through our website www.erdem-erdem.av.tr, about the processing of personal data in accordance with the Personal Data Protection Law No. 6698 (“**KVKK**”), General Data Protection Regulation (“**GDPR**”) and the relevant legislation.

Our Data Processing Activity, its Purpose and Transfer

Your name and surname, contact information, company, sector and title information and IP address, which we obtain verbally or in writing via the *subscribe* tab on our website, during e-mail, telephone or various meetings, are processed by E&E *with your explicit consent* in physical and/or electronic environment.

Your personal data stated above is processed in order to provide information about current developments regarding E&E, to share the *Exlibris Magazine*, to send announcements regarding current legal developments, to notify you of the events and trainings organized by E&E, and managing customer relations.

In order to carry out the above-mentioned data processing purposes (*i.e. to send you information and news as part of your subscription to the newsletter*), the newsletter will be sent to the e-mail address you provided when you subscribed. Since *Microsoft Outlook* servers are located abroad, your personal data may be stored on servers located abroad.

Your personal data may be viewed by third party service providers from whom we receive services for the purposes of ensuring information security and receiving technical support and customer relationship management services. Your personal data that you share with E&E may be shared between Erdem & Erdem Ortak Avukatlık Bürosu, Erdem & Erdem Danışmanlık A.Ş. and Erdem & Erdem B.V. for reporting and inter-organizational communication purposes.

Apart from this, E&E does not transfer your personal data to third parties in any form or manner.

Duration and Security of Processing Your Personal Data

E&E keeps your personal data that it processes accurate and up-to-date by taking appropriate security measures. E&E destructs your personal data automatically or upon your request when the reasons requiring the processing of your personal data cease to exist and/or the periods prescribed by law have expired.

When you unsubscribe from the Newsletter, your personal data will be destructed, unless otherwise required by law.

Your Rights as Data Subject

Within the scope of Article 11 of KVKK, you have the rights of *i)* ascertaining whether your personal data is processed or not; *ii)* requesting information related to the processed personal data, if processed; *iii)* ascertaining the purpose of processing your personal data, and whether this data is used in compliance with the(se) purpose(s); *iv)* identifying third parties to whom your personal data is transferred within the country or abroad; *v)* requesting rectification if your

personal data is processed in an unsatisfactory or inaccurate manner; **vi)** requesting erasure or destruction of your personal data in the event that the purpose(s) requiring the processing of your personal data disappear and there is no legal obstacle; **vii)** requesting to send notification to the third parties to whom the personal data had been transferred in case of any correction or deletion / destruction / anonymization; **viii)** objecting to the processing of your personal data, exclusively through automatic means, which results to an unfavorable consequence against you and **ix)** claiming compensation for the damages due to the unlawful processing of your personal data.

Pursuant to Chapter 3 of the GDPR; you have the right to **i)** receive information about data processing activities, **ii)** access to your processed personal data and the processing activity, **iii)** rectification of your personal data, **iv)** erasure of your personal data (right to be forgotten), **v)** restriction of personal data processing activities, **vi)** request notification of the rectification or erasure of your personal data or the restriction of its processing to third parties to whom your personal data has been transferred **vii)** request the transfer of your personal data to another data controller, **viii)** object and **ix)** not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects on you or similarly significantly affects you.

Please note that you may un-subscribe at any time.

In order to exercise the above-mentioned rights, you can convey the requests in writing, or via the completed application form attached to our Personal Data Protection Policy on our website to E&E below along with the information that will enable identification, to E&E through the following means of communication:

- a. via e-mail to istanbul@erdem-erdem.av.tr or izmir@erdem-erdem.com or amsterdam@erdem-erdem.nl;
- b. via mail to the address “*Ferko Signature, Büyükdere Caddesi, No. 175, Kat. 3, 34394 Esentepe - Şişli, İstanbul/Türkiye*”.

In order for the application to be responded quickly, “Personal Data Information Request” should be written on the application envelope.

Your applications submitted to us will be responded within thirty days from the date of receipt of your request, depending on the nature of the request. If the information and documents you submit to E&E are incomplete or incomprehensible, we will contact you to clarify your application.

You can access the *Erdem & Erdem Personal Data Subject Application Form* [here](#).