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As Metro Istanbul Sanayi ve Ticaret Anonim Sirketi (“**Our Company**” or “**METRO ISTANBUL**”), we attach maximum importance to processing and protection of your personal data in accordance with the Personal Data Protection Law No. 6698 and its secondary regulations (“KVKK legislation”).

This Clarification Text for Visitors (“**Clarification Text**”) has been prepared in order to fulfil the clarification obligation arising from the KVKK legislation as the data controller, within the scope of the personal data processing activities carried out by our Company for you.

1. Your Processed Personal Data and Its Collection Methods, Purposes of Processing and Reasons for Compliance with Law

Your personal data (“**personal data**”) specified in Table-1 below are obtained and processed by automated and non-automatic means, provided by our Company through electronic channels within the scope of taking camera recordings, in a limited and measured manner in connection with the purposes in Table-1 below, and in accordance with the KVK legislation in line with the principles of KVKK.

Table 1

Purposes of Processing	Personal Data	Reasons for Compliance with Law
Ensuring workplace safety	Identity information (name, surname, Republic of Turkey Identity Number), other (company information and number plate), physical location security records (camera records)	It is mandatory to process your personal data for the legitimate interests of our Company, if it does not harm your fundamental rights and freedoms.
Conducting information security processes within the scope of offering Wi-Fi	Transaction security information (IP addresses, online identifiers, contact information)	Explicitly stipulated in laws (Article 7 of the Law on Regulating Broadcasts Made on the Internet and Combating Crimes Committed Through These Broadcasts, Article 4 of the Regulation on Internet Mass Use Providers)

2. Sharing Your Personal Data with Third Parties

2.1. Domestic Transfer

Your personal data mentioned above is transferred in accordance with the purposes and legal compliance reasons mentioned below.

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Table 2

Transfer Purposes	Reasons for Compliance with Law	Receiving Group
Execution of audit and reporting activities	Our company's fulfilment of its legal obligations	Istanbul Metropolitan Municipality, Authorised Public Institutions and Organisations

METRO ISTANBUL undertakes not to transfer your personal data to third parties without your **explicit consent**, except for the purposes above.

2.2. International Transfer

Our company does not transfer your personal data listed above abroad.

3. Protection, Storage and Disposal of Your Personal Data

Our Company processes your personal data for the period required for processing personal data, and in any case, it is retained until the end of the legal period. After the expiration of the retention period, your personal data is deleted, destroyed or anonymized from electronic and physical environments in accordance with the KVKK legislation in line with our Company's **Personal Data Protection and Privacy Policy, the Protection and Confidentiality of Private Personal Data Policy, and the Personal Data Retention and Destruction Policy**.

Our Company takes all necessary technical and administrative measures in accordance with KVKK legislation in order to prevent your personal data from being accessed by unauthorised persons, erroneous processing, disclosure, alteration/deletion of your personal data for unlawful reasons, and to ensure its protection and security.

In the event that your personal data is damaged and/or captured/disclosed by third parties as a result of attacks on our company's physical archive and/or servers and/or other systems, our Company will immediately inform you and the Personal Data Protection Board.

4. Your Right to Obtain Information

Within the scope of Article 11 of the KVKK, you have the right to request the following by applying to our Company:

- (a) To find out if it has been processed.
- (b) To request information about if it has been processed.
- (c) To learn the purpose of processing and whether it is used in accordance with its purpose.
- (d) To be informed about the third parties to whom it has been transferred in the country or abroad.
- (e) To request correction if it is incomplete or incorrectly processed.
- (f) To request its deletion or destruction within the framework of the conditions stipulated in Article 7 of Law No. 6698.
- (g) To request notification of the transactions made pursuant to articles (d) and (e) to third parties to whom personal data has been transferred.
- (h) To object to the emergence of an unfavourable result because it is analysed exclusively by automated systems
- (i) To demand the compensation of the damage in case of loss due to unlawful processing.

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5. Your Requests

If you have any questions or requests regarding the processing of your personal data within the scope of this Clarification Text, you can apply to our Company in one of the ways specified in the Form by filling out the **Application Form to the Data Controller** located at <https://www.metro.istanbul/>

Our company will finalise application requests within 30 (thirty) days at the latest, according to the nature of the request, in accordance with Article 13 of the KVKK. If the transaction requires cost, the tariff determined by the KVK Board will be applied. If your request is rejected, the reason(s) for the rejection will be stated in our article.

If you think that your personal data processed by our company is out of date, incomplete or inaccurate, please contact our Company immediately at metroistanbul@hs01.kep.tr or kvkk@metro.istanbul for your change notifications regarding your personal data.

This Clarification Text may be updated in order to comply with changing conditions and legal regulations. You can follow the updates at <https://www.metro.istanbul/>

Data Responsible

Metro İstanbul Sanayi ve Ticaret Anonim Şirketi

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		Web: www.metro.istanbul
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I have read and understood the clarification text.