

## **PRIVACY POLICY**

As MARMARA EXCHANGE AND GOLD TRADING AUTHORIZED COMPANY (“**Company**”), we care about the security and privacy of your personal data. As a data controller, we would like to inform and enlighten you about our personal data processing activities under Article 10 of the Personal Data Protection Law No. 6698 (“**KVKK**”).

### **Transactions based on the Processed Personal Data**

The basis of your personal data processed by the data controller within the scope of the Law No. 6698 is the information arising from foreign exchange and gold purchase and sale transactions, personal data belonging to the personnel working within the company, and data that can be transferred by camera recordings.

### **Collected Personal Data**

Telephone numbers of customers and personnel, address information, copies of identity documents, tax plates, circular of signature; Curriculum vitae of those who apply for a job for the personnel to work in the company, CV of the personnel hired and working in the company, copy of identity document, passport photo, criminal record, health report, domicile, population registration sample, telephone number, contract sample to be concluded; These are the camera images of the customers and company personnel in the camera recordings taken in the company.

### **Purposes of Processing Personal Data**

The company processes your personal data for the following purposes:

- For fulfilling the obligations in the Law on Protection of the Value of Turkish Currency, Tax Procedure Law, Tax Identification Number General Communiqué and other relevant legislation, in particular the Law on Protection of Personal Data No. 6698, and when required, may be requested by the Revenue Administration, the Ministry of Treasury and Finance,
- Ensuring the transaction security of customers and developing related services and methods,
- Creation and follow-up of visitor records and execution of storage and archive activities,
- Execution of finance, accounting, and contract works,
- Execution of after-service support,
- Carrying out activities for customer relations management and customer satisfaction
- Confirmation of relations with contracted institutions,
- Ensuring physical security,
- Execution of Information Security Processes,
- Execution of Goods / Service Sales Processes,
- Prevention of money laundering,
- Combating the financing of terrorism and preventing other criminal behaviors,
- Planning of Human Resources Processes,
- Execution of Communication Activities,
- Follow-up and Execution of Legal Affairs.

## **Personal Data Collection Method and Legal Reason**

Marmara Exchange collects personal information in the course of its business activities, including in connection with customer services. The personal information collected varies and may include, but is not limited to, your name, last name, mailing address, e-mail address, telephone number, fax number, and background information required to receive our services.

We may also automatically collect information about the devices you use to interact with our Sites. The information we automatically collect may include IP address, device identifier, web browser, and browsing information collected through cookies, web beacons, pixels, clear gifs, and other similar technologies (collectively “Cookies and Other Tracking Technologies”) on our Sites. We may also automatically collect information about how you use the Sites, such as what you have searched for and viewed on the Sites. The information automatically collected may be associated with a unique identifier as well as with any other personal information you have provided.

Marmara Exchange may also collect personal information about you from third parties, in the course of its business activities including in connection with some customer services. This includes demographic, professional and other information that is publicly available online, including information you choose to make public through social media platforms and other public online forums. We may combine this data with existing information we have about you or use it independently, for the purposes of our benchmarking and data analytics activities (e.g., analysis of recruiting practices across an industry, detecting fraud patterns in connection with financial transactions, foot traffic in retail environments). We will always seek to confirm that the third party has provided transparent information about its use of this

## **Transfer of Your Personal Data**

Due to the importance we attach to the privacy of your personal data as a company, we only share it with legally authorized institutions, organizations, and group companies, except when required by the legal relationship with you.

## **Retention Time of Your Personal Data**

Your personal data is stored for the period indicated in cases where a period is determined for data storage in the relevant legislation. If the legislation does not foresee a period for the storage period of your personal data, your data will be stored for the period determined in the contract made with you.

## **Your Rights According to KVKK**

You have the following rights regarding your processed personal data.

- Learning whether your personal data is processed or not,
- If your personal data has been processed, requesting information about it,
- To learn the purpose of processing personal data and whether they are used in accordance with a purpose,
- Knowing the third parties to whom your personal data is transferred, in the country or abroad,

- Requesting correction of your personal data if it is incomplete or incorrectly processed,
- Requesting the deletion or destruction of your personal data within the framework of the conditions stipulated in the KVKK legislation,
- When you request the deletion or destruction of your personal data by correcting incomplete or incorrect data, requesting that this situation be notified to the third parties to whom we have transferred your personal data,
- If you suffer damage due to unlawful processing of personal data, requesting the removal of this damage

To use your rights as mentioned above, send your text describing your identity information, the right you want to use, and your request in detail to Taya Hatun Mah. Aynacilar Sok. No:10/1 Grand Bazaar - Fatih/Istanbul, signed and delivered in person. You can send it via notary public or send it to our [info@marmaradoviz.com](mailto:info@marmaradoviz.com) e-mail address with a secure electronic signature.