

İÇDAŞ SİGORTA ARACILIK HİZMETLERİ A.Ş. PRIVACY NOTICE

İÇDAŞ SİGORTA ARACILIK HİZMETLERİ A.Ş. takes the highest possible level of security measures in order to ensure the lawful collection, storage and sharing of your personal data and protect your privacy. In line with Article 10 of the Data Protection Law no. 6698 and your gladness, Our aim is to inform you regarding the types that your personal data is collected, the purposes of processing, the persons that your personal data is shared with, in the most transparent way.

a) Data Controller:

In accordance with the Law No. 6698 on the Protection of Personal Data (“Law No. 6698”), your personal data may be collected and processed by İÇDAŞ SİGORTA ARACILIK HİZMETLERİ A.Ş. (“COMPANY”) which acts as controller, for the purposes below.

b) Purposes for Personal Data Processing:

Personal data such as identity data, contact data, customer data, customer transaction data, transaction security data, legal transaction and compliance data, and marketing and sales data can be collected from Company’s customers, employees, potential customers, employee candidates, business partners and from parties such as suppliers, by the Company.

Your collected personal data will be processed for below personal data processing purposes which are specified in the Articles 5 and 6 of the Law No. 6698;

- Providing you Company’s products and services,
- Fulfillment of our obligations to you, arrangement of records and documents, complying with local and international regulations regarding data retention, reporting, informing, tax and such other obligations,
- Data processing requirements, system structure, necessity of received data processing support services,
- To communicate with you in order to convey the necessary data regarding these services and products,
- Making statistical analyzes for sales and marketing activities,
- Measuring and increasing customer satisfaction, complaint management, receiving your opinions and suggestions about new services and products and your error reporting, informing you about your requests and complaints,
- Receiving your orders, performing your payment transactions, cooperating with third parties in logistics and providing product delivery, measuring and improving service quality, communication, optimization, audit, risk management and control, analysis, marketing, sales, advertising, communication,
- Complying with the data retention, reporting and informing obligations stipulated by official institutions,
- Fulfilling the requirements of the contracts and legal obligations to which the Company is subject in order to making you benefit from these services,
- Managing purchasing operations (demand, offer, evaluation, order, budgeting, contract), internal system and application management operations and legal operations in line with the purpose of determining and implementing the commercial and business strategies of the Company,

- Examining, evaluating and responding the requests from official authorities or you.

c) The persons to whom the data can be transferred and the purposes of transfers

Your collected personal data, limited to the achievement of the below-mentioned purposes which are specified under Articles 8 and 9 of the Law No. 6698, can be transferred

- To the business partners, shareholders, affiliates of the Company,
- To the persons and organisations which are permitted by Tax Procedure Law, Social Security Institution legislation, Audit Court, Crime Revenues, Anti-Money Laundering Law, Anti-Money Laundering Law, Turkish Commercial Code, Code of Obligations and other legislation,
- To legally authorized public institutions and organizations, administrative authorities and legal authorities,
- To foreign companies and affiliates,
- To natural and legal persons that we cooperate with and receive services from, in product / service comparison, analysis, evaluation, advertising and the above-mentioned purposes, institutions and organizations which are our program partner, the institutions that we have contracted with for sending messages to our consumers, logistics that delivers the orders to you,

d) Method and Legal Basis of Collection Personal Data

The personal data particularly which is sent to the Company Headquarters, obtained through applications made on contracted websites, other institutions to which we provide / receive support services and all natural and/or legal persons that we operate with in all kinds of legislation, verbal, written or electronic media from channels our website and call centers social media accounts or other channels that will/may be established in the future;

is being collected for above-mentioned purposes in line with performance of the contract by the Company within the framework of the legal legislation.

e) Rights of Data Subject Under Article 11 of Law No. 6698

As data subjects, you can submit your requests regarding your rights through the methods set out below.

In case you apply to the Company, we conclude your request as soon as possible and within thirty days at the latest, depending on the nature of the request.

Up to ten pages of our written reply will not be charged. The transaction fee for above ten pages is 1 Turkish Lira per each page. In case your answer to the application is provided in a recording environment such as CD, flash memory, possible fee that may be requested by our company will not exceed the cost of that recording environment.

In this context, the data subject has below rights;

- to learn whether his/her personal data are processed or not,
- to demand for information as to if his/her personal data have been processed,

- to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
- to know the third parties to whom his personal data are transferred in country or abroad,
- to request the rectification of the incomplete or inaccurate data, if any,
- to request the erasure or destruction of his/her personal data under the conditions referred to in Article 7,
- to request reporting of the operations carried out pursuant to sub-paragraphs (d) and (e) to third parties to whom his/her personal data have been transferred,
- to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
- to claim compensation for the damage arising from the unlawful processing of his/her personal data.

By applying to our Company, you can exercise your above-mentioned rights in Turkish and in written form or via registered electronic mail (KEP) address, secure electronic signature, mobile signature or registered e-mail address previously notified to us and which is present in our system, in accordance with Article 13 of the Law No. 6698, Application Procedure and Data Controller Communiqué on the Principles, numbered 30356 and dated 10.03.2018, paragraph 1 of the Article.

The data will be merely given regarding the applicant and such data about other family members and third parties will not be provided. The Company has the right to verify your identity before replying.

Your application has to contain below data,

- a) Your name, surname and, if the application is written, your signature,
- b) For citizens of the Republic of Turkey, your ID number, if you are a foreigner your nationality, passport number or ID number, if any,
- c) Your place of residence or workplace address for notification,
- ç) Your e-mail address, telephone and fax number, if any, for notification,
- d) Your subject of request,

It is obligatory to include data and documents on the subject, if any, to the application.

As a data subject, you can submit your written applications by attaching the necessary documents.

You can post your written applications to the address of our company: Mahmutbey Mahallesi Dilmenler Caddesi No:20 34218 Bagcilar/Istanbul.

You can access the application form [here](#).

You can send your applications via e-mail to kisiselveri@icdassigorta.com.tr.

You can send your applications via KEP to our KEP address, which is icdassigorta@hs03.kep.tr.

Providing complete and accurate data and documents according to the nature of your request is required.

In case the requested data and documents are not provided as required, such flaws may occur in terms of full and qualified conduct of the researches to be carried out based on your request.

In this case, the Company declares that it reserves its legal rights.

Therefore, according to the nature of your request, you have to make a complete application along with required data and documents.