

INFORMATION NOTE

As Satel Gayrimenkul Geliştirme Kiralama ve Tic. A.Ş. ("**Company**"), we show maximum care for the security of your personal data. In this regard, we give great importance to processing and storage of personal data of all the persons that are provided to us, as the Company, in accordance with the Law on Protection of Personal Data numbered 6698 ("**Law**").

1. **Collection, Processing and Purposes of Processing of Personal Data**

Your personal data shall be collected and used by our Company;

- a) for the execution and administration of employment,
- b) for the execution or performance of the contract/business relationship,
- c) for the performance of our Company's obligations which are required to be performed within the scope of employment,
- d) for the cases where processing of data is obligatory due to establishment of a right,
- e) for the cases where processing of your personal data is necessary for ensuring the security of our Company or the legitimate purposes of our Company,
- f) for conducting necessary transactions for your employment in the Company, preparation of your personal file,
- g) for conducting operations of human resources and administrative works,
- h) for conducting operations regarding the employees' secondary rights and interests.

2. **To Whom and For Which Purposes the Processed Personal Data May Be Transferred**

When it is required for the purposes stated above, we may transfer your personal data to our business partners, solution partners, affiliates, collective companies, suppliers, persons who perform services, governmental institutions and offices and/or other countries, within the scope of conditions and purposes of processing of personal data stated in articles 8 and 9 of the Law.

3. **Method and Legal Cause of Collection of Personal Data**

Your personal data is obtained in all kinds of verbal, written or electronic environment for the purpose of performance of our Company's obligations arising from the agreements executed by our Company and to fulfill its obligations arising from the law in a complete and accurate manner. Your personal data, which is collected under this legal reason, may be processed and transferred within the scope of conditions and purposes of processing of personal data stated in articles 5 and 6 of the Law and for the purposes stated in article 1 and 2 of this note. Additionally, in accordance with the above mentioned legitimate purpose of our Company, your personal data is also collected by way of cameras in order to provide security within the Company.

4. Data Security

Our Company protects your personal data in full compliance with all reasonable technical and administrative security controls, which are required to be conducted according to information security standards and procedures, and at an appropriate level against the potential risks.

5. Data Subject's Rights Listed Under Article 11 of the Law

When you, as the personal data subjects, submit your requests regarding your rights to our Company with the methods set forth under this Information Note, our Company shall respond to such request without any charge and within 30 days at the latest, depending on the nature of the request.

You have the following rights;

- Right to acknowledge whether the personal data is processed,
- Right to request information on the matter, if the personal data is processed,
- Right to acknowledge the purpose of processing of personal data and whether the personal data is used in accordance with such purpose,
- Right to know the third parties to which the personal data are transmitted domestically or in abroad,
- If the personal data is processed wrongfully or deficiently, right to request for correction of the personal data and to request notification of the transaction performed in this respect to third parties, to which personal data is transferred,
- Right to request for deletion or disposal of the personal data, when the reasons require processing of such personal data are disappeared, even though the personal data are processed in compliance with the Law and provisions of other relevant laws, and to request notification of the transaction performed in this respect to third parties, to which personal data is transferred,
- Right to object to occurrence of a circumstance against the interest of the data subject, which came to existence as a result of analyzing the processed data exclusively by automatic systems,
- Right to request for compensation for the damages incurred due to unlawful processing of personal data.

Pursuant to article 13/1 of the Law, you may direct your request regarding the use of your rights as set out above in writing to the address of **Fairmont Quasar Istanbul, Büyükdere Caddesi No:76, Mecidiyeköy, Istanbul** or by way of using registered electronic mail (KEP) address, secure electronic signature, mobile signature or electronic mail address to the address of **istanbul@fairmont.com**.