GDPR FORM

1. Data Keeping

Your personal data is processed by Taxia Yeminli Mali Müşavirlik ("Taxia") located in Mecidiyeköy Mah., Şehit Ahmet Sok. Ada Residence. No: 6-10/51 Şişli / İstanbul / Türkiye in accordance with Law nr. 6698 for the following purposes.

3. Collection of Personal Data and Purpose of Processing

Taxia may collect personal data directly from the users or indirectly from third parties or among the data publicized by the user. The collected personal data is processed in accordance with the principles outlined in the Law, subject to limitations according to Articles 5 and 6, for the following purposes.

IDENTITY

Data	**Persons**	**Methods**	**Purposes**
Name	Employees	Job Applications	Fulfilling the obligations as stated in Law nr. 4857
Gender	Employee Candidates	Partnerships	Picking applicants among employee candidates/interns
Nationality	Stockholders	Commercial Relations	Processing of applications from employee candidates
Place of Birth	Partners	Internship Applications	Processes for ensuring employee contentedness and loyalty
Date of Birth	Subcontractors	Contracting	Fulfilling the obligations towards employees
Signature	Visitors	Requesting Information	Processes regarding the benefits of employee
Identity Number	Partnering Representatives	Requests and Complaints	Auditing and review of ethics
	Clients	Providing Services	Finance and accounting processes
	Client Representatives	Visiting of the Website	Ensuring compliance of activities
	Potential Partner Representatives		Purchasing of goods and services
	Potential Subcontractor Representatives		Management of goods and services
	Potential Client Representatives		Ensuring customer satisfaction
			Sale of services
			Reporting of activities

			Processing of contracts Marketing Communications Tracking of requests and complaints Informing authorities Contracting Logging visits
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (a): As envisioned by the Law			
CONTACTS			
Data	**Persons**	**Methods**	**Purposes**
Address E-mail Address Residence Address Contact Address Telephone Number	Employees Employee Candidates Stockholders Partners Subcontractors Visitors Partnering Representatives Clients Client Representatives Potential Partner Representatives Potential Subcontractor Representatives Potential Client Representatives	Job Applications Partnerships Commercial Relations Internship Applications Contracting Requesting Information Requests and Complaints Providing Services Visiting of the Website	Picking applicants among employee candidates/interns Processing of applications from employee candidates Fulfilling the obligations towards employees Finance and accounting processes Ensuring compliance of activities Purchasing of goods and services Management of goods and services Ensuring customer satisfaction Sale of services Reporting of activities Processing of contracts Communications Tracking of requests and complaints

			Informing authorities
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (a): As envisioned by the Law			
SECURITY			
Data	**Persons**	**Methods**	**Purposes**
Entrance and Exit Logs CCTV Recordings of Taxia Locations	Employees Employee Candidates Stockholders Partners Subcontractors Visitors Partnering Representatives Clients Client Representatives Potential Partner Representatives Potential Subcontractor Representatives Potential Client Representatives	Via CCTV upon the visiting of Taxia locations since first entry.	Purchasing of services Ensuring physical security of the environment Reporting to authorities Logging of visitors Ensuring sustainability of work
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (f): For the legal benefit of the data keeper without infringing on the rights of the subject			
PROCESS INTEGRITY			
Data	**Persons**	**Methods**	**Purposes**

Cookie Logs IP Addresses IP Tracking Internet Access Logs Website Logs System and Application User Credentials Passwords	Visitors Employees Potential Clients Potential Partners Potential Subcontractors	Visiting of Taxia websites Connecting to the Internet using Taxia networks Communicating with Taxia through email	Fulfilling the obligations outlined in Law nr. 5651 Ensuring physical security of the environment Logging of visitors Information Security Administrative Rights Ensuring compliance of processes Communications Taxia activities and auditing Tracking of requests and complaints Integrity of data keeping operations Informing authorities
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (a): As envisioned by the Law			
VISUAL AND AUDITORY			
Data	**Persons**	**Methods**	**Purposes**
Photograph Camera Recording	Employees Employee Candidates Visitors	Resumes collected during job applications CCTV recordings	Fulfilling the obligations outlined in Law nr. 4857 Activities related to human resources Ensuring physical security of the environment Ensuring compliance of processes Communications Taxia activities and auditing Protection of movable property and resources Integrity of data keeping operations

			Logging of visitors
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (f): For the legal benefit of the data keeper without infringing on the rights of the subject			
CLIENT ACTIVITIES			
Data	**Persons**	**Methods**	**Purposes**
Invoices Notes Cheques Order Information Request Information	Client Representatives	Purchase of goods or services Inquiries regarding service sale processes	Fulfilling the obligations outlined in Law nr. 213 and relevant bylaws Finance and accounting processes Purchasing of goods and services Sale of services Service operation processes Marketing
Legal Reasons			
Law nr. 6698 Article 5/2 (c): Signing and executing contracts Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations			
FINANCE			
Data	**Persons**	**Methods**	**Purposes**
Bank Details Account Details Card Details	Employees Client Representatives Subcontractor Representatives	Purchase of goods and services Fulfilling the obligations outlined in service contracts Obtaining information from relevant persons or their representatives	Fulfilling the obligations outlined in Law nr. 4857 Fulfilling the obligations towards employees Finance and accounting processes Purchasing goods and services Sale of services Applying the cost principles Investments
Legal Reasons			
Law nr. 6698 Article 5/2 (c): Signing and executing contracts Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations			
EXPERIENCE			
Data	**Persons**	**Methods**	**Purposes**

Diploma Information Course Information Training Information Certificates Transcripts	Employees Employee Candidates	Job applications Subcontractors sharing resumes	Fulfilling the obligations outlined in Law nr. 4857 Processing job applications Activities related to human resources Communications Taxia activities and auditing Informing authorities
Legal Reasons			
Law nr. 6698 Article 5/2 (c): Signing and executing contracts Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations			
MISCELLANEOUS			
Data	**Persons**	**Methods**	**Purposes**
Income tax base for current and previous year	Employees	Obtained from the employees during filing	Fulfilling the obligations outlined in Law nr. 311 Taxation of personnel Activities related to human resources Taxia activities and auditing Informing authorities
Legal Reasons			
Law nr. 6698 Article 5/2 (ç): To fulfil legal obligations Law nr. 6698 Article 5/2 (e): Requirement for the exercise or protection of certain rights			

4. Parties to which Personal Data is Transferred

Your personal data may be shared by Taxia to partners, subcontractors, clients, authorities, for the reasons specified above in accordance with Law nr. 6698. Your data may also be shared with overseas parties to the extent required, as limited by your consent.

IDENTITY	
Shared Parties	**Purposes**
Persons and Entities Public Authorities Partners Subcontractors	Fulfilling the obligations as stated in Law nr. 4857 Picking applicants among employee candidates/interns Processing of applications from employee candidates

	Processes for ensuring employee contentedness and loyalty Fulfilling the obligations towards employees Processes regarding the benefits of employee Auditing and review of ethics Finance and accounting processes Ensuring compliance of activities Purchasing of goods and services Management of goods and services Ensuring customer satisfaction Sale of services Reporting of activities Processing of contracts Marketing Communications Tracking of requests and complaints Informing authorities Contracting Logging visits
CONTACTS	
Shared Parties	**Purposes**
Persons and Entities Authorities Partners Subcontractors	Picking applicants among employee candidates/interns Processing of applications from employee candidates Fulfilling the obligations towards employees Finance and accounting processes Ensuring compliance of activities

	Purchasing of goods and services Management of goods and services Ensuring customer satisfaction Sale of services Reporting of activities Processing of contracts Communications Tracking of requests and complaints Informing authorities
SECURITY	
Shared Parties	**Purposes**
Authorities	Purchasing of services Ensuring physical security of the environment Reporting to authorities Logging of visitors Ensuring sustainability of work
PROCESS INTEGRITY	
Shared Parties	**Purposes**
Authorities	Fulfilling the obligations outlined in Law nr. 5651 Ensuring physical security of the environment Logging of visitors Information Security Administrative Rights Ensuring compliance of processes Communications Taxia activities and auditing

	Tracking of requests and complaints Integrity of data keeping operations Informing authorities
VISUAL AND AUDITORY	
Shared Parties	**Purposes**
Authorities	Fulfilling the obligations outlined in Law nr. 4857 Activities related to human resources Ensuring physical security of the environment Ensuring compliance of processes Communications Taxia activities and auditing Protection of movable property and resources Integrity of data keeping operations Logging of visitors
CLIENT ACTIVITIES	
Shared Parties	**Purposes**
Persons and Entities Authorities Partners	Fulfilling the obligations outlined in Law nr. 213 and relevant bylaws Finance and accounting processes Purchasing of goods and services Sale of services Service operation processes Marketing
FINANCE	
Shared Parties	**Purposes**
Persons and Entities Authorities	Fulfilling the obligations outlined in Law nr. 4857 Fulfilling the obligations towards employees Finance and accounting processes

	Purchasing goods and services Sale of services Applying the cost principles Investments
EXPERIENCE	
Shared Parties	**Purposes**
Persons and Entities Authorities Partners	Fulfilling the obligations outlined in Law nr. 4857 Processing job applications Activities related to human resources Communications Taxia activities and auditing Informing authorities
MISCELLANEOUS	
Shared Parties	Purposes
Persons and Entities Authorities	Fulfilling the obligations outlined in Law nr. 311 Taxation of personnel Activities related to human resources Taxia activities and auditing Informing authorities

5. Method and Legal Background of Data Collection

Your personal data may be collected by Taxia through electronic media such as email, website, open Internet sources, social media, telephone, SMS, and call centers, in addition to physical media such as physical delivery, in person, and mail. In addition, your personal data will be collected as required by law subject to your consent.

6. Your Rights as a Data Owner in accordance with Law nr. 6698

In accordance with Article 11 of the aforementioned Law you have the right to do the following.

- Asking whether your personal data has been processed.
- Requesting more information if your personal data has been processed.
- Asking the purpose of your personal data being processed and whether the data has been used with a valid reason.

- Asking the parties to which your personal data has been transferred.
- Requesting the alteration of your personal data and notification of any shared parties if your personal data was processed wrongfully.
- Requesting the deletion of your personal data and notification of any shared parties if the reason for the processing is no longer valid.
- Objecting to the processing of your personal data if an adverse resolution has been taken against you as a result of automated analysis systems.
- Requesting reparations if you have suffered damages due to unlawful processing of your data.

For any aforementioned requests, you may submit an official request, including the information as determined by the Communique on the Principles of Requesting from Data Collectors. The document may be physically delivered to Mecidiyeköy Mah., Şehit Ahmet Sok. Ada Residence. No: 6-10/51 Şişli / İstanbul / Türkiye after being signed in ink, or may be electronically delivered to either the KEP address taxiaymm@hs01.kep.tr after being digitally signed, or to the email address tax@taxia.com.tr if your email address is recorded in our database.