

## PERSONAL DATA TRANSFER PROTOCOL

This Protocol is signed under the following terms and conditions between,

a) Burkon Turizm & Congress Organization Ltd.Şti., located at Çekirge Cd. No:51/C 16050, Bursa, Turkey (hereinafter referred to as "Burkon")

b) Participants or customers (hereinafter referred to as "Customer")

Burkon and the Customer will be referred to individually as "Party" and together as "Parties".

In this Protocol; Customers are the Person/company officials and/or company employees who have a contract with Burkon or benefit from the Services without a contract.

Data Processing Policy refers to the text detailing how and for what purposes customers' personal data are processed by Burkon and the privacy policies.

**1. Purpose;** The subject of this Protocol is the processing and preservation conditions of personal data (Personal Data) regarding Customer authorized persons, employees and/or other third parties, which will be transferred to Burkon by the Customer in order to fulfill the obligations between the Parties during the term of the Agreement, and the rights and obligations of the Parties. is to be determined.

2. Burkon will process the Personal Data transferred to it only for the purpose of fulfilling the obligations between the Parties and in accordance with the procedures and principles contained in the Personal Data Protection Law (KVKK) and the Data Processing Policy included in the secondary regulations.

3. Burkon, within the scope of this Protocol, is the data controller in accordance with the KVKK regarding the acquisition, processing and/or transfer of Personal Data transferred by Customers in accordance with the relationship between it and the Customer and/or for any reason. In this context, Burkon abides by the principles regarding the processing of personal data in accordance with the procedures and principles specified in KVKK and relevant special regulations; meets the processing conditions of personal data; that it has fulfilled its obligation to inform; has taken the necessary technical and administrative measures regarding data security; and ultimately accepts, declares and undertakes that this Personal Data has been provided in accordance with the KVKK.

4. The Customer accepts and undertakes that there is no legal, administrative, criminal or financial dispute regarding all Personal Data transferred. The Customer has the right to dispose of the data transferred and delivered within the limits necessary to provide the specified service in accordance with the relationship between the Customer and Burkon; He accepts and declares that if third parties claim any rights over all or part of the data, he will be responsible for any compensation and other legal responsibilities that may arise from this.

5. The Customer accepts and declares that Burkon may transfer the contact information of the Customers, such as name-surname, telephone number and e-mail address, as well as other identification information and the general terms of the contract obtained by Burkon from the Customers within the scope of a written or oral contract, to the necessary employees without the need for another approval. Burkon will fulfill the requirements regarding the transfer of this data within the scope of the activities it will carry out, in accordance with the relevant articles of the Protocol and other texts between it and the Customer, if any.

6. Burkon undertakes to provide Customers with all necessary information, documents and support regarding the processing of Personal Data; to cooperate effectively to answer the customers' questions within the scope of the relevant legislation as soon as possible and in accordance with the procedure and to provide all kinds of technical and administrative support regarding the processing of Personal Data subject to transfer.

7. The parties accept, declare and undertake that they have the administrative and technical competence to fulfill their obligations arising from the KVKK.

## **CUSTOMER PRIVACY NOTICE**

This Privacy Notice (**Privacy Notice**) has been prepared to draw the boundaries of your personal data to be processed by is written by Burkon Turizm & Congress Organization Ltd.Şti. (Burkon), to explain its legal basis, reasons and purposes, and to enlighten and inform Customers about the processing methods of the data to be obtained, in accordance with the Personal Data Protection Law (Law).

In order for Burkon to provide a better service to Customers, contact information such as name-surname, telephone number and e-mail address and other identification information regarding Customers and Customer employees must be provided within the scope of the contract.

Burkon may process your following data in order to achieve the purposes listed in Articles 4 and 5 of the Law, in addition to the data stipulated and required by its secondary regulations and other relevant legislation:

- Name and surname,
- Your phone number,
- E-Mail Address,
- If necessary, the company/title he/she works for

Your above-mentioned personal data may be used for the purposes listed below and subject to your Burkon disclosure; It may be processed within the personal data processing conditions specified in Articles 4 and 5 of the Law:

- Conducting Communication Activities;
- Execution/Audit of Business Activities
- Execution of Goods / Service Sales Processes;
- Execution of Customer Relationship Management Processes;
- Carrying out Storage and Archive Activities;
- Execution of Contract Processes;
- Tracking of Requests / Complaints
- Execution of Marketing Processes of Products / Services

Your personal data that you have shared with Burkon is stored for the period required by the Purposes specified within the scope of this Privacy Notice and the statute of limitations specified in Burkon's relevant legislation. Additionally, in the event of any dispute that may arise between you and Burkon, your personal data may be stored to a limited extent in order to provide the necessary defenses within the scope of the dispute.

This Protocol was concluded in 2 copies on this date and will be valid as long as the relationship between the Parties continues.

Burkon Tourism & Congress Organization Ltd.Şti. [●]