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**MERSİN YAT LİMANI İŞLETMELERİ A.Ş.**

**PROTECTION OF PERSONAL DATA AND**

**DATA PRIVACY POLICY**

**CONTENTS**

1. **Introduction**
	1. **Aim**
	2. **Scope**
	3. **Definitions**
	4. **Responsible**
	5. **Implementation of Policy and Legislation**
	6. **Mersin Yat Limanı İşletmeleri A.Ş. Personal Data Protection Comittee**
	7. **Data Processing Units and Job Descriptions**
2. **Principles of Processing Personal Data**
	1. **Principles of Processing Personal Data**
	2. **Principles of Processing Personal Data in Accordance with Law**
	3. **Purpose of Processing Personal Data**
	4. **Transfer of Personal Data**
3. **Our Obligations**
	1. **Disclosure Obligation**
	2. **Obligations Regarding Data Security**
	3. **Data Controllers Registry**
	4. **Audit Obligation**
	5. **Obligation to Respond to the Application of the Person Concerned**
4. **Categorization of Personal Data**
5. **Mersin Yat Limanı İşletmeleri A.Ş. Data Processing Activities for Security Purposes in Workplaces**
6. **Introduction**
	1. **Aim**

The Law on the Protection of Personal Data No. 6698 **("Law")** includes regulations regarding the processing of all kinds of information relating to "identified or identifiable" natural persons **("related person"**). As Mersin Yat Limanı A.Ş. **("Company")**, we attach utmost importance to the processing and protection of personal data in accordance with the law, and we act with this care in all our planning and activities. With this awareness, our Company takes all administrative and technical measures for the protection and processing of personal data. The most important pillar of this issue is governed by this Personal Data Processing and Protection Policy **("Policy")**; It is the protection of the personal data of our Employee Candidates, Company Shareholders, Company Officials, Visitors, Tenants, Sub-Charterers, Boat Owners, Institutions We Cooperate with, Employees, Shareholders, Officials and Third Parties.

* 1. **Scope**

The provisions and principles in the policy cover all kinds of information and documents that can be associated with an identified or identifiable natural person, and the measures and regulations made regarding them.

* 1. **Definitions**

**Personal Data:** Any information relating to an identified or identifiable natural person or data belonging to legal entities.

**Sensitive Personal Data:** Data related to race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, disguise and dress, membership to associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.

**Explicit Consent:** Consent on a specific subject, based on information and expressed with free will.

**Anonymization:** Matching personal data with other data to make it impossible to associate it with an identified or identifiable natural person.

**Law:** Protection of Personal Data No. 6698.

**Processing of Personal Data:** Obtaining, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available, classifying, or preventing the use of personal data by fully or partially automatic or non-automatic means, provided that it is a part of any data recording system.

**Committee:** Protection of Personal Data Committee.

**Institution:** Protection of Personal Data Institution.

**Company:** Mersin Yat Limanı İşlemeleri A.Ş.

**Data Processor:** The natural or legal person who processes personal data on behalf of the data controller based on the authorization given by him/her.

**Application Form:** "Application Form for Applications to be made to the Data Controller by the Relevant Person (Personal Data Owner) in accordance with the Law on the Protection of Personal Data No. 6698", which includes the application of personal data owners to exercise their rights.

**Employee:** Real persons who have applied for a job in the Company in any way or who have opened their resume and related information to the Company's review and who are employed in the company within the framework of the service contract after their job application is accepted.

**Employee Candidate:** Real persons who have applied for a job with the Company in any way or who have opened their resume and related information to the Company's review.

**Data Controller:** The natural or legal person who determines the purposes and means of processing personal data and is responsible for the establishment and management of the data recording system.

**Employees, Shareholders, and Officials of the Institutions We Cooperate with:** Real persons, including the shareholders and officials of these institutions, working in the institutions with which the Company has all kinds of business relations (such as business partners, suppliers, but not limited to these).

**Business Partner:** The parties with which the Company has established a business partnership for purposes such as carrying out various projects and receiving services while carrying out its commercial activities.

**Personal Data Owner:** A real person whose personal data is processed.

**Company Shareholder:** The shareholder of the company is a natural person.

**Company Official:** A member of the company's board of directors and other authorized real persons.

**Supplier:** Parties that provide services to the Company on a contractual basis in accordance with the Company's orders and instructions while carrying out the Company's business activities.

**Third Party:** Real persons whose personal data are processed within the scope of the Policy, who are not defined differently within the scope of the Policy (eg. Guarantor, companion, family members, relatives, former employees).

**Visitor, Guest:** Real persons who have entered the physical campuses owned by the Company for various purposes or who have visited our websites.

* 1. **Responsible**

Mersin Yat Limanı İşletmeleri A.Ş. Personal Data Protection Committee is responsible for the preparation, updating, and submission of this Policy to the approval of the Board of Directors and/or senior management; Mersin Yat Limanı İşletmeleri A.Ş. Personal Data Protection Committee, Mersin Yat Limanı İşletmeleri A.Ş. The units that use/manage the systems in which personal data is kept, processed and/or transferred and the relevant employees are responsible.

* 1. **Implementation of Policy and Legislation**

The relevant legal regulations in force regarding the processing and protection of personal data will primarily be implemented. In case of inconsistency between the legislation in force and the Policy, the Company accepts that the legislation in force will apply.

The policy has been created by concretizing and regulating the rules set forth by the relevant legislation within the scope of the Company's practices. The Company carries out the necessary systems and preparations in order to act in accordance with the effective periods stipulated in the KVK Law.

* 1. **Mersin Yat Limanı İşletmeleri A.Ş. Personal Data Protection Committee**

A "Personal Data Protection Committee" has been established within the Company in accordance with the decision of the Company's senior management to manage this Policy and other policies, procedures, and implementation guidelines related to this Policy. The duties of this committee are as follows.

* To prepare the basic policies regarding the Protection and Processing of Personal Data and the changes when necessary and to submit them to the approval of the senior management for enforcement.
* To decide how the implementation and supervision of the policies regarding the Protection and Processing of Personal Data will be carried out, and to make internal assignments and ensure coordination within this framework to the approval of the senior management.
* To determine the issues that need to be addressed in order to ensure compliance with the Personal Data Protection Law and the relevant legislation and to submit what needs to be done to the approval of the senior management; to supervise its implementation and to ensure its coordination.
* To raise awareness within the Company and among the Company's business partners on the Protection and Processing of Personal Data.
* To identify the risks that may arise in the company's personal data processing activities and to ensure that the necessary measures are taken; to submit improvement suggestions to the approval of senior management.
* To design and implement training on the protection of personal data and the implementation of policies.
* To decide the applications of personal data owners at the highest level.
* Coordinate the execution of information and training activities for personal data owners in order to ensure that they are informed about personal data processing activities and their legal rights.
* To follow the developments and regulations on the Protection of Personal Data; advising senior management on what needs to be done within the Company in accordance with these developments and regulations.
* To coordinate the relations with the Personal Data Protection Board and the Authority.
* To perform other duties assigned by the company's senior management regarding the protection of personal data.

**1.7 Data Processing Units and Job Descriptions**

* **Finance – Financial Affairs and Personnel Directorate:**
* Recording the salary information and payment information that should be known within the scope of the personal rights of the employees.
* Recording information on expenses incurred for the company's activities.
* Interviewing employee candidates.
* Job interviews with company employees and keeping the personal files of the employees.
* Preparation of personnel regulations for the company and giving them to employees.
* Monitoring the fingerprint system used to track the entry and exit of the personnel with the consent of the personnel.
* **Information Technologies Unit:**
* Taking the necessary precautions for the security of the devices used in the company.
* Carrying out the maintenance and repair works of the devices that are used especially the software.
* Authorization of remote access to the device, software, and database used.
* To provide contractors with access, management, control, and supervision of these devices, software, and databases within the scope of contracts for the maintenance, updating, integration, and repair of devices, software, and databases.
* VPN redirects and authorizations.
* Interfering with electronic devices.
* **Port Services and Front Office:**
* Recording the details and information of contracts with boat owners.
* Ensure that boat owners' boat information is not transferred to third parties.
* Keeping the boat owners' boats and port entry and exit information confidential.
* The information of the guests of the boat owners who come to their boats, and their time is not given to third parties.
* Keeping the details and information of the mooring and towing contracts made with the boat owners.
* Keeping payment information and documents about boat owners confidential.
* **Sales and Marketing:**
* Recording the contracts of the leased tenants, business partners, contract terms and information, and company documents.
* Recording the information of persons, institutions, and organizations requesting rental.
* Regulating tenant and visitor relations and not sharing them with third parties.
* Recording information about the activity, advertisement, and campaign activities.
* Not sharing information and images of third parties on social media platforms without permission.
* Recording the terms and conditions of the subcontractor contracts.
* Purchasing the products and services needed by the company in line with the company's objectives.
1. **Principles of Processing Personal Data**

Mersin Yat Limanı İşletmeleri A.Ş. obtains, processes, and transfers personal data to third parties within the framework of the following principles. Mersin Yat Limanı İşletmeleri A.Ş. persons within the framework of the Policy are directly responsible for the implementation of these principles.

 **2.1 Principles of Processing Personal Data**

Personal data is obtained, processed, and stored securely by Mersin Yat Limanı İşletmeleri A.Ş. in accordance with the law and for a legitimate purpose with due diligence. When the purpose of processing personal data disappears or the purpose is terminated, it is anonymized or deleted/destroyed by an appropriate method compatible with this Policy.

The processing processes of personal data within Mersin Yat Limanı İşletmeleri A.Ş. must be carried out in complete confidentiality. In this context, Mersin Yat Limanı İşletmeleri A.Ş. prevents all kinds of unauthorized access to personal data to the extent possible and implements all possible technical and administrative measures. It periodically carries out audits related to this.

Mersin Yat Limanı İşletmeleri A.Ş. obtains and processes personal data in accordance with the rule of good faith and the law while providing travel and other services to you within the limits stipulated by the laws. Mersin Yat Limanı İşletmeleri A.Ş. informs you of the purposes for which your personal data is used and obtains your consent if necessary.

Personal data is kept complete and accurate by Mersin Yat Limanı İşletmeleri A.Ş. and updated when necessary. Mersin Yat Limanı İşletmeleri A.Ş. makes the necessary arrangements to determine the correction, change, update, or deletion of personal data that is inaccurate or insufficient.

The principle of processing data for specific, clear, and legitimate purposes ensures that Mersin Yat Limanı İşletmeleri A.Ş. clearly and precisely determines the purpose of data processing and that this purpose is legitimate. Mersin Yat Limanı İşletmeleri A.Ş. does not process data for any purpose other than the data collection and processing purposes that it makes transparent to the person concerned. The legitimacy of the purpose means that the data processed by Mersin Yat Limanı İşletmeleri A.Ş. is related to and necessary for the work it has done or the service it has provided.

Personal data processed by Mersin Yat Limanı İşletmeleri A.Ş. are processed only in a way that is consistent with the stated purpose and with a reasonable limitation in this context. Personal data will not be collected for possible data processing purposes that may arise in the future, and this data is not used, processed, or transferred in any way that is not suitable for the purpose for which the personal data was obtained.

In accordance with the minimum data principle, personal data is limited and measured for the purpose for which it is obtained, and data that is not required for this purpose is not kept.

If the main purpose requiring the processing of personal data disappears and this data is no longer needed, the personal data in question will be deleted. If the periods for the retention of data are stipulated in the laws, these data are kept in accordance with the periods stipulated in the relevant legislation; after the expiry of the period stipulated in the legislation, these data are transferred to Mersin Yat Limanı İşletmeleri A.Ş. It is deleted/destroyed or anonymized from the systems/devices where the data is stored or from the environments where it is physically located.

Mersin Yat Limanı İşletmeleri A.Ş. informs the data owner fully and duly regarding the processing of personal data. When necessary, it obtains the consent of the data owner regarding the processing in question and offers the option to withdraw the consent given at any time or to make a request regarding their data.

 **2.2 Processing of Personal Data in Accordance With the Law**

Mersin Yat Limanı İşletmeleri A.Ş. seeks the existence of the explicit consent of the person concerned in order to process personal data and sensitive personal data in accordance with the law, and in cases where there is no explicit consent, it processes personal data only if there is one or more reasons for processing in accordance with the law.

 **2.3 Purpose of Processing Personal Data**

Personal data and sensitive personal data collected by Mersin Yat Limanı İşletmeleri A.Ş. are processed in accordance with the principle of transparency and openness, within the framework of the following two main purposes;

* + 1. **Execution of our business activity**

Within the framework of its legal obligation arising from the relevant legislation, especially Law No. 5651 on the Regulation of Publications Made on the Internet and the Fight Against Crimes Committed Through These Publications and the relevant secondary legislation, the Law No. 6563 on the Regulation of Electronic Commerce and the relevant secondary legislation, the Turkish Penal Code No. 5237 and the Law on the Protection of Personal Data No. 6698; request your personal data (name, surname, birthday, mobile phone number, e-mail, gender, address, profession, education, marital status, license plate, identity information, photograph, social media accounts, shopping information, billing information, but not limited to any personal information to directly or indirectly identify the User) that will enable you to fulfill the said purpose and legal obligations. Based on your explicit consent, this personal data will be processed and stored by taking information security measures, provided that it is not used outside the purposes and scope specified in this Privacy/Personal Data Protection Policy and Communication Permission.

* + 1. **Improving our service standards and providing customized services for each user**

**Improving Services:** Ensuring customer satisfaction by evaluating requests and complaints by the relevant units, conducting/evaluating customer surveys when necessary, and taking into account customer feedback.

**Provision of Customer Services:** Reporting, auditing, and improving the services received by customers through front office services, websites, or authorized agencies within the framework of quality standards, promoting and informing about products and services via e-mail, SMS, and other communication tools, increasing company recognition with messages to be sent with announcements/celebrations and other content, and promoting our services, providing general or personalized advertising, announcement, campaign information for marketing.

For more detailed information on the purposes of processing personal data, you can refer to Mersin Yat Limanı İşletmeleri A.Ş. Personal Data Information Text at www.mersinmarina.com.tr.

**2.4 Transfer of Personal Data**

Mersin Yat Limanı İşletmeleri A.Ş. transfers personal data to third parties limited to the purpose of transfer and takes the necessary measures in this regard.

Personal data by Mersin Yat Limanı İşletmeleri A.Ş., if there is one or more of the explicit consent of the person concerned or the reasons for compliance with the law within the scope of the above-mentioned purposes; it is transferred to official institutions and organizations, service providers or third parties with whom we cooperate. Third parties to whom personal data is transferred cannot use and process the transferred personal data for their own personal or commercial purposes other than the purpose of the transfer. Third parties to whom personal data is transferred are obliged to comply with the instructions given by Mersin Yat Limanı İşletmeleri A.Ş. and to take all necessary technical and administrative measures to ensure data security.

Mersin Yat Limanı İşletmeleri A.Ş. may transfer data to third parties in order to achieve the following purposes and if it is necessary and mandatory;

* Fulfillment of the obligations stipulated in accordance with the laws or regulations,
* Fulfillment of a court decision or regulatory and supervisory public institution decision/instruction,
* Ensuring administrative and technical measures as well as infrastructure security, and
* Protection of the rights of Mersin Yat Limanı İşletmeleri A.Ş in case of legal disputes.

If the transfer is made abroad, Mersin Yat Limanı İşletmeleri A.Ş. may transfer personal data abroad to the countries with adequate protection to be determined by the Board in addition to the conditions mentioned in section 2 and in addition to these conditions, if there is no such protection, if the data controllers in Turkey and the relevant foreign country undertake an adequate protection in writing and if the Board has its permission.

1. **Our Obligations**

**3.1 Disclosure Obligation**

Mersin Yat Limanı İşletmeleri A.Ş to the relevant persons at the time of obtaining personal data;

* The identity of the data controller and its representative, if any,
* The purpose of processing personal data,
* Persons to whom personal data will be transferred and purposes of transfer,
* It provides information about the method and legal reason for collecting personal data and the rights of the person concerned specified in article 3. 5 below.

**3.2 Obligations Regarding Data Security**

**Technical Measures:** Mersin Yat Limanı İşletmeleri A.Ş takes the necessary technical measures to prevent unauthorized access and unlawful processing and to prevent accidental data loss, alteration, and destruction. The obligation in question relates to both the electronic environment and the physical environment. In this context Mersin Yat Limanı İşletmeleri A.Ş determines technical procedures and rules by considering confidentiality in design and reviews them at certain frequencies.

Mersin Yat Limanı İşletmeleri A.Ş ensures the implementation of security measures such as encryption, masking, and anonymization by taking into account the existing risks that may occur in this context and following the current technology.

**Administrative Measures:** Mersin Yat Limanı İşletmeleri A.Ş. employees may access personal data only in accordance with the scope and purpose of the task in question. Employees cannot process personal data that they have access to for personal or commercial purposes; for these purposes, they cannot disclose or disclose personal data to unauthorized persons.

Mersin Yat Limanı İşletmeleri A.Ş informs its employees that it will not disclose the personal data obtained for business purposes to anyone else in violation of the provisions of the Law and will not use it for purposes other than processing and that this obligation will continue after they leave their duties.

**3.3 Data Controllers Registry**

Mersin Yat Limanı İşletmeleri A.Ş. is/will be registered in the registry of data controllers established in accordance with the relevant legislation. The following information is included in the relevant registry;

* Identity and address information of the data controller and its representative if any,
* For what purpose personal data will be processed,
* Explanations about the group or groups of persons subject and the data categories belonging to these persons,
* Recipient or groups of recipients to whom personal data may be transferred,
* Personal data envisaged to be transferred to foreign countries,
* Measures taken regarding personal data security,
* The maximum period of time required for the purpose for which the personal data are processed.

**3.4 Audit Obligations**

Mersin Yat Limanı İşletmeleri A.Ş. is committed to the protection of personal data in its own institutions or organizations and in the eyes of third parties to whom it transfers data. In order to meet the principles and legislative requirements, it carries out the necessary inspections at regular intervals, especially regarding technical and administrative measures.

**3.5 Obligation to Respond to the Application of the Person Concerned**

The data subject persons apply to Mersin Yat Limanı İşletmeleri A.Ş. and have the right to do so;

* To learn whether personal data is processed or not,
* If 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 their purpose,
* To know the third parties to whom personal data is transferred in the country or abroad,
* Requesting correction of personal data in case of incomplete or incorrect processing,
* Requesting the deletion or destruction of personal data,
* Requesting notification of the procedures regarding the correction, deletion, or destruction of personal data to third parties to whom personal data has been transferred,
* Objecting to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems.
* In case of damage due to unlawful processing of personal data, persons have the right to demand compensation for the damage.

In this context, Mersin Yat Limanı İşletmeleri A.Ş. responds to these applications within thirty days at the latest. If the application in question requires an additional cost, Mersin Yat Limanı İşletmeleri A.Ş. may charge a fee at the tariff to be determined by the Board for the conclusion of the application. (Regarding this, see also: Mersin Yat Limanı İşletmeleri A.Ş. Application Procedure) If the processing of the personal data of the person concerned is based on explicit consent, Mersin Yat Limanı İşletmeleri A.Ş. will take the necessary steps if the person concerned withdraws his/her explicit consent.

1. **Categorization of Personal Data**

On behalf of the company; in line with the legitimate and lawful personal data processing purposes of the Company, based on and limited to one or more of the personal data processing conditions specified in Article 5 of the KVK Law, in accordance with the general principles specified in the KVK Law, especially the principles specified in Article 4 regarding the processing of personal data, and in accordance with all the obligations set out in the KVK Law, and with the subjects within the scope of this Policy (Company Customer, Tenants, Sub-Tenants, Visitors, Third Parties, Employees, Employee Candidates, Company Shareholders, Company Officials, Employees, Shareholders and Officials of the Institutions We Cooperate with) are processed by informing the relevant persons in accordance with Article 10 of the KVK Law.

**Identity Information:** Clearly belonging to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; data containing information about the identity of the person; Documents such as driver's license, identity card, and passport containing information such as name-surname, TR identity number, nationality information, mother's and father's name, birthplace, birthday, gender, and information such as tax number, SSI number, signature information, vehicle license plate, etc.

**Contact Information:** Clearly belonging to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; information such as phone number, address, e-mail address, fax number, IP address.

**Location Data:** Clearly belonging to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; information that determines the location of the personal data owner within the framework of the operations carried out by the Company's business units, during the use of the Company's products and services, or when the employees of the institutions with which we cooperate use the Company's vehicles; GPS location, travel data, etc.

**Family Members and Relatives Information:** Clearly belonging to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; within the framework of the operations carried out by the Company's business units, information about the products and services offered by the Company or about the family members of the personal data owner (e.g. husband/wife, mother, father, child), relatives and other persons who can be reached in case of emergency in order to protect the legal and other interests of the Company and the personal data owner.

**Physical Space Security Information:** It is clear that it belongs to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; personal data regarding the records and documents taken at the entrance to the physical space, during the stay in the physical space; camera recordings, personnel fingerprint records and records taken at the security point, etc.

**Financial Information:** Clearly belonging to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; Personal data processed regarding information, documents, and records showing all kinds of financial results created according to the type of legal relationship established by the Company with the personal data owner, and data such as bank account number, IBAN, credit card information, financial profile, asset data, income information.

**Contract Data:** Within the scope of the contract to be made, the commercial information of the relevant person or persons, rental fee, rental period, square meter of the rented place, identity information of the person or persons to be rented (name, surname, birthday, mobile phone number, e-mail, gender, address, profession, education, marital status), rental conditions.

**Audio/Visual Information:** Clearly belonging to an identified or identifiable natural person; photographic and camera recordings (except for records within the scope of Physical Space Security Information), audio recordings, and data contained in documents that are copies of documents containing personal data.

**Personal Information:** It is clear that it belongs to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; all kinds of personal data processed to obtain information that will be the basis for the formation of personal rights of real persons who have a working relationship with the company.

**Request/Complaint Management Information:** It is clear that it belongs to an identified or identifiable natural person; processed partially or fully automatically or non-automatically as part of a data recording system; personal data regarding the receipt and evaluation of any request or complaint directed to the Company.

1. **Mersin Yat Limanı İşletmeleri A.Ş. Data Processing Activities for Security Purposes in Workplaces**

Mersin Yat Limanı İşletmeleri A.Ş. personal data processing activities carried out by the workplace entrances and within the workplace are carried out in accordance with the Constitution, the Law, and other relevant legislation. In this context, Mersin Yat Limanı İşletmeleri A.Ş. keeps an image record with the camera to ensure security. It also processes personal data for the tracking of visitor entries and exits. Visitors of Mersin Yat Limanı İşletmeleri A.Ş. are informed about the processing activities while obtaining personal data during their visits to the workplaces.

In addition, internet access can be provided to visitors during their visits to Mersin Yat Limanı İşletmeleri A.Ş.'s workplaces, and in such a case, log records can be kept. The license plates of the vehicles entering are recorded with the PTS (License Plate Recognition System) located at the entrance of the marina. Mersin Yat Limanı İşletmeleri A.Ş. aims to fully comply with the current legislation in the processing of such cameras, logs, and other visitor records with the aim of taking security as required and at the highest possible level. Mersin Yat Limanı İşletmeleri A.Ş. ensures that such digital records are accessed only by a certain number of authorized persons and in accordance with the principles of this Policy.

On the websites managed by the Company, browser movements such as cookies can be recorded by technical means, the details of which are included in the privacy policy of the relevant website. Mersin Yat Limanı İşletmeleri A.Ş. aims to ensure proper compliance with the current legislation in the execution of the said registration process.