

**KT&G TOBACCO PRODUCTS INDUSTRY AND TRADE JOINT STOCK COMPANY VISITOR  
INFORMATION NOTICE UNDER LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA**

**1. Purpose and Scope of the Information Notice**

As KT&G Tobacco Products Industry and Trade Joint Stock Company, we take necessary measures to protect your personal data within the scope of Law No. 6698 on the Protection of Personal Data (“KVKK”). We process your personal data as a “data controller” in accordance with the KVKK and related legal regulations, for the reasons and methods explained below.

This Personal Data Processing Information Notice (“Information Notice”) has been prepared in accordance with Article 10 of the KVKK, titled “Obligation of the Data Controller to Inform”. The purpose of this Information Notice is to provide you with transparent information regarding the identity of the data controller, the method and legal basis for collecting your personal data, the purposes for which this data will be processed, the parties to whom it may be transferred and for what purposes, the data processing period, and your rights listed under Article 11 of the KVKK.

**2. Data Controller**

**Data Controller:** KT&G Tobacco Products Industry and Trade Joint Stock Company

Address: İbni Melek Osb Mahallesi Tosbi Yol 4 Sokak No:12 35900 Tire - İzmir

(Hereinafter referred to as “KT&G Tobacco Products Industry and Trade Joint Stock Company” or “Company” in this Information Notice.)

**3. Method and Legal Basis for Collecting Your Personal Data**

Your personal data may be collected verbally, in writing, or electronically through automatic or non-automatic means. Your personal data may be processed within the period specified by the legislation or as required by the purposes of processing and will be stored in both digital and physical formats.

Your personal data is processed in accordance with the purposes specified under the section “Processed Personal Data and Purposes of Processing” and pursuant to Article 5(2) of the KVKK, under the following legal bases:

- Processing is necessary for the legitimate interests of the data controller, provided that it does not violate the fundamental rights and freedoms of the data subject.
- Processing is explicitly required by law.

**4. Processed Personal Data**

Your personal data is securely processed in compliance with the KVKK. The following categories of personal data are collected:

<b>Personal Data Category</b>	<b>Description</b>
<b>Identity Data</b>	Data category containing information related to the identity of the data subject. (Name, Surname, Date of Birth, Turkish ID Number)
<b>Other Vehicle Information</b>	Data category that includes data not considered personal data under the Personal Data Protection Law but related to the relevant person (vehicle license plate information)
<b>Physical Space Security Data</b>	Data category related to records and documents obtained upon entering or while staying within the premises. (surveillance camera recording)
<b>Transaction Security Data (If Connected to the Wi-Fi Network)</b>	This data category includes IP address information, usernames, passwords, and log records.

## **5. Purposes of Processing Your Personal Data**

Your personal data is collected by KT&G Tobacco Products Industry and Trade Joint Stock Company in compliance with legal regulations and the fundamental principles established by the Personal Data Protection Board. Your personal data is processed for the following purposes:

- Storing CCTV footage to ensure discipline, security, and oversight in the areas where the Company operates or within its affiliated centers and units.
- Fulfilling information and document requests from judicial authorities and/or administrative bodies.
- Ensuring physical security of premises.
- Conducting activities in compliance with legal regulations.
- Managing and supervising business activities.
- Recording and tracking visitor entries.
- Ensuring the security of data controller operations.
- Conducting audits and ethical compliance activities.
- Managing emergency response processes.
- Conducting information security processes.
- Verifying the identity of users connected to the Wi-Fi network.

## **6. Transfer of Processed Personal Data**

In compliance with the KVKK and related regulations, and by ensuring the necessary technical and administrative security measures, your personal data may be transferred:

- To legally authorized public institutions and organizations, upon request and within the scope of their legal authority.

Such transfers are carried out in accordance with the data processing conditions specified under Articles 8 and 9 of the KVKK.

## **7. Data Processing and Retention Period**

Your personal data will be processed and stored within the limits specified in this Information Notice and in accordance with the applicable data processing and statutory limitation periods under all relevant laws and legal regulations to which the Company and its affiliated centers and units are subject. If there is any amendment to the statutory data processing periods, the newly determined periods shall apply.

Your personal data will be processed only for the purposes set out in this Information Notice and for the duration required by the Company's operational needs. Upon expiration of the relevant retention periods, your personal data will be deleted, destroyed, or anonymized in accordance with the applicable legislation. If you wish to obtain further information about data retention periods, you may contact us through the addresses provided in the section "Rights of the Data Subject", or access the retention periods through the Data Controllers' Registry where our Company is registered.

## **8. Exercising the Rights of the Data Subject**

Under Article 11 of the KVKK, data subjects may exercise their rights by submitting a written request to the Company in accordance with the Communiqué on the Principles and Procedures for the Request to the Data Controller at the following addresses:

- By Mail: İbni Melek Osb Mahallesi Tosbi Yol 4 Sokak No:12 35900 Tire - İzmir
- By Email: kvkk@ktng.com.tr
- By Registered Electronic Mail (KEP): [ktg@hs01.kep.tr](mailto:ktg@hs01.kep.tr)

More detailed information on this process is available in the KT&G Tobacco Products Industry and Trade Joint Stock Company Personal Data Application and Response Procedure and the KT&G Tobacco Products Industry and Trade Joint Stock Company Personal Data Protection and Processing Policy. You may access these documents through our Company website or by contacting the relevant personnel.

## **DATA CONTROLLER**

**Title:** KT&G Tobacco Products Industry and Trade Joint Stock Company

**MERSİS Number:** 0590037261900024

**Address:** İbni Melek Osb Mahallesi Tosbi Yol 4 Sokak No:12 35900 Tire – İzmir

**Email Address:** kvkk@ktng.com.tr

**KEP Address:** [ktg@hs01.kep.tr](mailto:ktg@hs01.kep.tr)