

GENERAL INFORMATION NOTICE ON THE PROTECTION AND PROCESSING OF PERSONAL DATA

As **DCS DİJİTAL GÜMRÜK HİZMETLERİ A.Ş.** (Huzur Mahallesi Azerbaycan Caddesi D Blok No: 4D/3 Inner Door No: 317, 34485 Sarıyer/Istanbul, Türkiye – <http://www.dcscustoms.com.tr/>) acting in the capacity of “**Data Controller**”, we show the utmost care and diligence regarding the security and lawful processing of your personal data.

With this awareness, as a company, we attach great importance to the processing and protection of the personal data of our customers, potential customers, employees, employee candidates, intern students, supplier/subcontractor employees and authorized representatives, company shareholders and partners, visitors, and other third parties whose data we process, in accordance with the Law No. 6698 on the Protection of Personal Data (“KVKK”). With a sense of responsibility arising from this obligation, and in our capacity as the “Data Controller” as defined under the KVKK, we process your personal data as explained below and within the limits prescribed by the relevant legislation. The protection of personal data is a constitutional right and is among the priorities of our Company.

FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

Your personal data are processed by our Company within the scope of carrying out our commercial activities, in accordance with the personal data processing conditions and purposes specified in Articles 5 and 6 of Law No. 6698, for the following purposes:

- conducting the necessary work by our business units to enable you to benefit from the products and services offered by our Company;
- customizing and recommending the products and services offered by our Company according to your preferences, usage habits, and needs;
- ensuring the execution of our Company’s human resources policies;
- ensuring the legal and commercial security of our Company and the persons who have a business relationship with our Company;
- determining and implementing our Company’s commercial and business strategies.

Detailed information regarding the purposes for which your personal data are processed by our Company can be accessed in the Personal Data Protection and Processing Policy, which has been disclosed to the public on our website at <http://www.dcscustoms.com.tr/>.

TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER YOUR PROCESSED PERSONAL DATA?

Your collected personal data may be transferred, limited to the purposes specified in the Personal Data Protection and Processing Policy published on our website at <http://www.dcscustoms.com.tr/>, to our business partners, suppliers, companies within our close solution partner network, shareholders, affiliates, legally authorized public institutions, and private persons, in accordance with the personal data processing conditions and purposes specified in Articles 8 and 9 of Law No. 6698, for the purposes of:

- conducting the necessary work by our business units to enable you to benefit from the products and services offered by our Company;
- customizing and recommending the products and services offered by our Company according to your preferences, usage habits, and needs;
- ensuring the execution of our Company’s human resources policies;
- ensuring the legal and commercial security of our Company and persons who have a business relationship with our Company;
- determining and implementing our Company’s commercial and business strategies.

BY WHICH METHODS AND ON WHICH LEGAL GROUNDS DO WE PROCESS PERSONAL DATA?

The majority of the personal data we process are obtained from information you provide to us. In some cases, your personal data may also be obtained from internal sources such as company managers, from your references, or from systems established by public institutions and organizations due to requirements of working life.

The personal data we process consist of information such as application forms and references, contracts and amendments thereto, contact details, information required for payroll processing of our employees, family or close contact information for emergency situations, education records, travel information, disciplinary records, and camera recordings.

We categorize such data as Identity Information, Contact Information, Personnel Records, Legal Transaction Information, Performance and Career Development (Professional Experience) Information, Visual and Audio Information, Physical Premises Security Information, Location Information, Financial Information, Transaction Security Information, Risk Management Information, Health Information, and Other Special Categories of Personal Data.

Your personal data are collected by our Company through various channels such as the website and physical channels, by technical and procedural methods carried out through these channels, within the framework of legal grounds that arise from and are executed based on the relevant legislation, contracts, requests, commercial practices, and the principles of good faith, which find application in providing our commercial services to you and conducting our commercial activities within this scope. Personal data collected on these legal grounds may be processed and transferred within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of Law No. 6698 and for the purposes stated in this Information Notice.

HOW DO WE PROTECT YOUR PERSONAL DATA?

We implement various security measures to protect your personal data against unauthorized access, use, and disclosure. These measures include access controls, passwords, regular security assessments, and other technical and organizational measures that are generally accepted as appropriate security standards within the industry.

HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

We retain your personal data for as long as necessary to fulfill the purposes set out in this Notice, unless a shorter or longer retention period is required or permitted under applicable law. Accordingly, we primarily take into account statutory limitation periods, retention periods prescribed by law, and, where applicable, additional periods deemed necessary for the processing of the data.

To obtain more information about Google Analytics or to opt out of this scope, you may visit the following link: <https://tools.google.com/dlpage/gaoptout>

WHAT ARE YOUR RIGHTS REGARDING YOUR PERSONAL DATA?

If you submit your requests regarding your rights as data subjects whose personal data are processed by our Company, our Company will conclude your request free of charge as soon as possible and no later than **30 (thirty) days**, depending on the nature of the request. However, if the transaction requires an additional cost, the fee determined by the Personal Data Protection Board may be charged by our Company.

Within this scope, as data subjects, you have the right to request from our Company:

- To learn whether your personal data are processed;
- To request information if your personal data have been processed;
- To learn the purpose of the processing of your personal data and whether such data are used in accordance with their purpose;
- To know the third parties to whom your personal data are transferred, domestically or abroad;
- To request the correction of your personal data if they are processed incompletely or inaccurately, and to request notification of such correction to third parties to whom the personal data have been transferred;
- To request the deletion or destruction of your personal data if the reasons requiring their processing no longer exist, even though they have been processed in accordance with Law No. 6698 and other applicable legislation, and to request notification of such action to third parties to whom the personal data have been transferred;
- To object to the occurrence of a result against you arising from the analysis of processed data exclusively through automated systems;
- To request compensation for damages in the event that your personal data are processed unlawfully and you suffer damage as a result.
- Pursuant to paragraph (1) of Article 13 of Law No. 6698, in order to exercise the rights specified above, you are required to submit your request to our Company by completing the **Data Subject Application Form**, which has been disclosed to the public on our website at <http://www.dcscustoms.com.tr/>.

UPDATES

We may decide to update this Notice from time to time as necessary. In such cases, updated versions of this Notice will be published on this page. The revised Notice will apply only to data collected after the date it enters into force. We recommend that you review this page periodically to stay informed about the most recent information regarding our privacy practices.

Your continued use of our services after the publication of changes made to this Notice shall mean that you accept such changes.

Last Updated Date: 23.12.2025