

**VOICE RECORDING**

**CLARIFICATION POLICY REGARDING THE PERSONAL DATA PROTECTION**

We, as Ağaoğlu My Home Maslak Toplu Yapı Site Yönetimi, would like to inform you in accordance with the 10th Article of Personal Data Protection Law numbered 6698 (“PDPL”) as our employees, residents, visitors and other data subjects, about our identity, purpose of processing your data, to whom and why we transfer your data, our legal bases, our methods of processing and your rights related to the areas where voice recording is being made with voice recording systems.

- **Data Controller:** Ağaoğlu My Home Maslak Toplu Yapı Site Yönetimi residing at Maslak Mahallesi Hadım Koruyolu Caddesi No:2 Ayazağa Maslak Sarıyer/İstanbul

Your personal data are;

- being in **conformity with the law and good faith,**
- being **accurate and if necessary - up to date,**
- being **processed for specified, explicit and legitimate purposes,**
- being **relevant, limited and proportionate to the purposes** for which data are processed,
- being **stored only for the time designated by relevant legislation or necessitated by the purpose** for which data are collected.

Category of Personal Data	Type of Personal Data	Data Subject	Purpose of Processing	Legal Basis of Processing	Data Collection Method	Data Transfer
Physical Location Safety	Voice Recording	Resident	Providing services to Data Subject in quality standards	Processing of Voice Recording data in order to ensure the quality and continuity of services we provide as Residential Administration, provided that your privacy is not harmed, being mandatory for our legitimate interest	Through voice recording systems, automatically	It will be transferred to competent authorities in case of dispute and Ağaoğlu & group companies in order to collaborate in commercial activities.
			Fighting against crime and criminals and using as legal evidence	Processing of Voice Recording data being mandatory in order us to fulfill our legal obligation of ‘taking the necessary measures on behalf of the Resident for the protection of main property’ pursuant to the Property Ownership Law numbered 364		
		Employee	Fighting against crime and criminals and using as legal evidence	Processing of Voice Recording data being mandatory in order us to fulfill our legal obligation of ‘taking the necessary measures on behalf of the Resident for the protection of main property’ pursuant to the Property Ownership Law numbered 364		
		Visitor				
Other Data Subjects						

**Your rights may be summarized as follows:**

**You have the right to learn**

- whether or not your personal data is being processed,
- the purpose of the processing and
- to whom your personal data is transferred domestically and internationally.

**You have the right to request**

- that your personal data should be processed in accordance with the purpose,
- rectification of personal data if processed incompletely or inaccurately,
- destruction upon disappearance of reasons which require the process,
- notification of the rectification or destruction to the third parties to whom personal data has been transferred and
- compensation for the damage arising from the unlawful processing.

**You have the right to object**

- to the processing, exclusively by automatic means of your personal data, which leads to an unfavorable consequence for you.

You may send us your request on using your above-mentioned rights, together with documents providing your identity and the scope of your request through below-mentioned manners:

- Sending an electronically signed or unsigned e-mail to **myhomemaslakyonetim@agaoglu.com.tr**,
- Sending an e-mail to **myhomemaslak@hs03.kep.tr** Registered Electronic Mail (REM) address from your REM account with a secure electronic signature,
- Delivering by hand, by notary or by certified mail to **Maslak Mahallesi Hadım Koruyolu Caddesi No:2 Ayazağa Maslak Sarıyer/İstanbul**

We undertake to respond your request as soon as possible but not more than 30 (thirty) days, and without any charge, as long as there is no transaction cost.