

DISCLOSURE TEXT ON WEBSITE COOKIES

Document Date :

Date of Issue :

Revision Number : 2

I. INTRODUCTION

This **Disclosure Text Regarding Cookies** has been issued by Tosunoğulları Mobilya San. ve Tic. A.Ş (“**Bürotime**”) in its capacity as the data controller within the scope of the Communiqué on the Procedures and Principles to be Observed in the Performance of the Obligation of Disclosure as per article 1 of the **LPPD**.

During the operation of www.burotime.com by our side, **Website** visitors, in their capacity as the **Data Subject** may visit our **website** in order to gain information on our products and services without sharing any personal information. We would also like to inform you about Cookie uses which are configured to collect information related to the use of the Website.

As Bürotime, we make use of certain technologies such as cookies, pixels, gifs (“**Cookies**”) to enhance your experience during your visits to our online platforms. The use of these technologies is carried out in accordance with the legislation we are subject to, in particular the LPPD.

II. DEFINITIONS

Definition	Description
Bürotime	Tosunoğulları Mobilya Sanayi ve Ticaret Anonim Şirketi
Cookies	These are small data storage files that are saved on your computer, mobile phones, tablets or other mobile devices that you access through websites.
Disclosure Text Regarding Cookies	Bürotime Policy on the Disclosure Regarding Cookies
Data Subject	Real person whose personal data is processed.
Personal Data	Any information related to the identity of a specific or identifiable real person.

LPPD	Law on the Protection of Personal Data No. 6698
PDP Board	Personal Data Protection Board
Website	the website named www.burotime.com
Data Controller	Refers to real person or legal entity responsible for establishing and managing the data recording system that specifies the objectives and means of processing personal data,

III. PERSONAL DATA PROCESSED AND THE PURPOSE OF PROCESSING

A. Purpose of Processing Personal Data through Cookies

Upon the visit of our Website, the IP address of the user device as well as your social media accounts data will be processed. The purpose of this **Disclosure Text Regarding Cookies** is to provide you with information regarding the processing of personal data obtained by the **Data Subject** through the use of cookies during the operation of the website. In this text, we would like to explain to you what kind of cookies we use on our Website and how you can control these.

Cookies are small data storage files that are saved on your computer, mobile phones, tablets or other mobile devices that you access through web sites. This file stores information about your Web site navigation. By this means, the devices you use for access will remember your data the next time you use the Website. Therefore, cookies are necessary and important to enable you to use the Website more effectively and easily. Cookies are also used to provide you with more appropriate services, products or offers on the Web Site.

Bürotime may collect personal data to detect how many people in total have visited www.burotime.com, to obtain statistical information to learn how many times and for what purpose the Site has been visited by a person and for how long that person stayed on the website and to support to produce dynamic content in pages specially designed for users.

Bürotime will be able to use personal information in order to determine user profiles within the site and conduct statistical studies.

To perform the basic functions required for the functioning of the website:

For example, the members logging in not needing to re-enter their passwords while visiting other pages in the website, analysing and increasing the performance of the website; for example, integration of various servers running on the Site, determination of the number of

persons visiting the Site and adjusting the performance settings accordingly or facilitating the searches of the visitors to achieve results.

Increasing the functionality of the website and providing ease of use.

For example, posting on third-party social media platforms through the Website, remembering username information or search queries on the next visit of the Website visitor.

As **Bürotime**, we would like to state that we may store your personal data within the scope of **Disclosure Text Regarding Cookies** for the realization of above-mentioned objectives and in accordance with the legislation and may share it with relevant institutions and organizations when required.

B. Purpose of Using Cookies

The intended use of the cookies used by **Bürotime** are as follows:

Mandatory Cookies: These cookies are the ones which are essential to the proper functioning of the Website. These cookies are required to manage the system, prevent fraudulent transactions and the Web Site will not function if these are blocked.

Function Cookies: These cookies are the ones used to give you a more advanced and user friendly experience. For example, it performs activities such as remembering your previous preferences and providing you with easy access to some content on the Website. You may block the use of these cookies as specified below.

Analysis/Performance Cookies: These cookies allow us to analyse and understand the functioning of the Website and to improve the Website by interacting with you. You may block the use of these cookies as specified below.

Targeting/Advertisement Cookies: These cookies are used to identify and offer you the content that may be of interest to you, including advertising contents. You may block the use of these cookies as specified below. However, blocking these cookies will not completely block ad contents but only ads with general content will be served instead of the ones that may only be of interest to you.

IV. METHOD TO COLLECT PERSONAL DATA AND LEGAL GROUNDS

Your Personal Data mentioned above will be collected by the automated method over the Website if access has been provided based on the legal ground "Data processing is obligatory for the legitimate interests of the Data Controller, provided that the basic rights and freedom of the Data Subject are not damaged" stated in subparagraph "f" of paragraph 2 of article 5 of the LPPD.

V. STORAGE OF PERSONAL DATA

A. Retention Period of Personal Data

Your Personal Data will be stored during the periods in accordance with the Bürotime Storage and Destruction Policy within the scope of the statutory exemption, the legal grounds of which have been stated above, under paragraph 2 of article 5 of the LPPD and shall be maintained for a limited period of time.

B. Types of Cookies in Terms of the Retention Period

Persistent Cookies: These are the cookies that persist until a specific date or until deleted by a user. These cookies are mostly used to measure the Website movements and preferences of users.

Session Cookies: These cookies are used to divide a user's visit into sessions and do not collect any data from the user. Cookies are deleted when the user closes the web page visited or if the page is inactive for a certain period of time. Targeting and tracking cookies are used on the Website to help third parties provide services, particularly advertising, and to improve the effectiveness of these services. These cookies may remember the web pages and sites visited by your side and may collect personal data, in particular the IP address of the user device.

VI. TRANSFER OF PERSONAL DATA

Your Personal Data is not transferred to third parties as a rule. However, this data may be transferred to the relevant authorities in the case it is requested in accordance with paragraph 2 of Article 28 of the LPPD or in order to fulfil the legal obligations and only limited with this purpose without the obligation for disclosure.

VII. YOUR RIGHTS REGARDING YOUR PERSONAL DATA

You may submit your requests to the Data Controller within the scope of Article 11 of the LPPD, regulating the rights of **Data Subject** and to **Bürotime** as per the Communiqué on the Methods and Principles for the Application.

In the case the you communicate your request related to the mentioned rights to **Bürotime** on the address www.burotime.com/Uploads/application-form.pdf with the methods stated in the Data Subject Application Form, such request shall be assessed and finalized in the shortest time and within 30 (thirty) days at the latest. **Bürotime** reserves the right to charge a fee based on the tariff set by the Personal Data Protection Board, even though not charging any fees for the claims constitutes the basis.

We may cease the use of cookies we use on our **Bürotime** website, change their types or functions, or add new cookies to our website. Therefore, we reserve the right to change the provisions of this **Disclosure Text Regarding Cookies** at any time. Any changes made to the updated disclosure text will enter into force upon being published on the Website or in any public platform. You can find the latest update date at the beginning of the text. For more detailed information on data processing by **Bürotime**, please visit the **Bürotime** Personal Data Protection and Processing Policy at the address www.burotime.com/en/privacy-and-security.

The method for changing the selection for cookie use varies depending on the browser type and can be learned from the respective service provider. If you want to block or restrict the web browser cookies on your device, you can do this in your web browser settings. The “Help” option in your browser provides information about blocking and restricting web browser cookies. If you choose to delete cookies, your preferences on the relevant website will be deleted.

You can use the following links to block cookies in your browsers:

Google Chrome:

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=tr>

Mozilla:

<https://support.mozilla.org/tr/kb/%C3%87erezleri%20engellemek>

Internet Explorer:

<https://support.microsoft.com/tr-tr/help/17442/windows-internet-explorer-delete-manage-cookies>

It is not possible to delete cookies which are required for the functioning of the website and mobile application. Furthermore, if you choose to block cookies completely, please also note that the **Bürotime** website may not function properly.

You can access the documentation for blocking cookies on different desktop browsers at the address at www.aboutcookies.org.

VIII. ENFORCEMENT OF THE DISCLOSURE TEXT

This Policy, set out by **Bürotime**, has entered into force on date 28.04.2020 and in the case the entire Policy or certain articles are renewed, necessary updates will be made.