

INFORMATION FORM FOR THE OWNER (OR THE OWNER'S PROXY) OF LOST AND FOUND PROPERTY

1. Introduction

This Information Form is prepared by İGA Havalimanı İşletmesi Anonim Şirketi ("**Company**") for process your personal data of real people who are owner of lost and found property or third parties who are authorized by that real people in accordance with the relevant legislation, including but not limited to the Constitution of the Turkish Republic and the international conventions regarding to human rights and especially the Law on the Protection of Personal Data numbered 6698 ("**LPPD**") and General Data Protection Regulation ("**GDPR**") to ensure that related persons use their rights effectively. Any personal data shared with our İGA will processed in a legal manner, in conjunction with and proportionate to our business and service objectives.

2. Definitions

In this Notification, the terms of '**personal data**' and '**processing personal data**' have been used with the meanings stated in LPPD. Under LPPD, the term 'personal data' has been defined as "*any information relating to an identified or identifiable natural person*" and the term 'processing personal data' has been defined as "*any operation performed upon personal data such as collection, recording, storage, preservation, alteration, re-organization, disclosure, transmission, assignment, making available, classification or preventing the use thereof, fully or partially through automatic means or provided that the process is a part of any data registry system, through non-automatic means*".

3. General Principles

Pursuant to the Article 4 of LPPD, personal data that belongs to the data subject will be processed in compliance with the general principles of lawfulness and fairness; accuracy and being up to date where necessary; being processed for specific, explicit and legitimate purposes; being relevant with, limited to and proportionate to the purposes for which they are processed; being retained for the period of time stipulated by relevant legislation or the purpose for which they are processed.

4. Purposes of Processing Personal Data

Your personal data will be processed in compliance with the principles stipulated in the Article 5 and 6 of LPPD and within the scope of purposes stated below:

- Fulfillment of the obligations arising from the legislation,
- Delivering the found property to the right person in accordance with the law,
- Protection of the property right of the owner of the property,
- Resolve disputes that may arise in the future
- Protection and exercise of the rights granted to the company on the legal basis

5. Transferring Your Personal Data

In line with the procedures and principles stated in the relevant legislation and in compliance with the purposes and general principles stipulated in the Article 8 and 9 of LPPD, your personal data will be transferred to:

- The authorized official institutions and organizations and private persons authorized by law, for the purpose of fulfilling the statutory obligation,
- The judicial authorities to carry out or follow judicial proceedings,
- The group companies, business partners and shareholders for the purpose of implement the Lost and Found Property Procedure and deliver the properties to the real owner

6. The Method and Legal Reason of Collection of Personal Data

Your personal data may be collected verbal, written or electronically by way of the forms completed by you with automatic and non-automatic methods. Your personal data that you provide to our Company at every stage of this process will be processed for the periods stipulated in the relevant legislation or in the legally legitimate interest of the Company.

Legal reasons for your personal data being processed by the Company are as follows:

The consent given by the data subject on the section of Explicit Consent in compliance with the first paragraph of Article 5 of LPPD and the exceptions of explicit consent stated in Article 5/2-ç and e of LPPD. Your personal data is collected based on the legal reasons above-mentioned reasons by our Company in accordance with –especially- Law on the Protection of Personal Data numbered 6698, Turkish Code of Obligations numbered 6098, Regulation on Business and Working Licenses for Terminals and Utilities at Airports Open To Civil Air Transport and all applicable laws and regulations and for the purposes set forth in Articles 4 and 5 of this Information Form.

7. The Rights of Data Subject

You are duly entitled to apply to Company and to learn whether or not your personal data are processed; if processed, to request information in connection therewith; to learn the purpose of processing and whether or not such data are used for the intended purposes; to learn the identity of third parties who received such data at home or at abroad; if your data are under processed or misprocessed, to ask for the correction thereof; to ask for deletion/destruction of such data under the conditions specified in Article 7 of LPPD; to request notification of such deletion or destruction to persons to whom the data are transferred; to raise objection against a result obtained in disfavor of you due to analysis of such data solely via automatic systems; and if you incur damages due to processing of your data in violation of the laws, to demand indemnification for your damages. If, in exercising your foregoing rights, the underlying transaction involves an additional cost, the applicable fee shall be charged to you pursuant to the relevant legislation.

EXPLICIT CONSENT

This Explicit Consent is prepared in accordance with the Law on the Protection of Personal Data No. 6698 and explained in detail in the Information Form which consists of 7 articles mentioned above for owner of lost and found property or third parties who are authorized by owner (data subject) to document in writing whether consents to the processing of personal data and sensitive data.

Please indicate below whether you consent or not to the processing and transmission of your personal data and sensitive data collected by the means and for the purposes specified in detail within the Information Text.

Data Subject;	Please indicate whether you consent or not.
Name-Surname:	<p style="margin: 0;">Explicit Consent</p> <p style="margin: 0;">.....</p> <p style="margin: 0;">Signature:.....</p>
Date:	