

OKAT LAW PRIVACY NOTICE

This Privacy Notice (“**Privacy Notice**”) is prepared by Okat Law which is an Istanbul-based law firm to inform the individuals whose personal data is processed in accordance with Law No. 6698 on the Protection of Personal Data (“**Data Protection Law**”) in relation to:

- Candidates applying for job openings or contacting with us
- Newsletter and legal alert subscriptions for our current and prospective clients
- Clients’ personal data

Under limited circumstances in relation to recruitment processes, provision of legal services without direct client interference, physical and electronic environment safety and sending of information messages, Okat Law collects personal data as mentioned in this Privacy Notice.

We attach a great importance to protecting personal data processed by our law firm in a “data controller” capacity pursuant to the applicable legislation,

Okat Law does not collect any personal data through the traffic on the webpage and does not use cookies that process personal data or any other data collecting mechanism through persons’ visit on this website.

In this regard, please refer to this Privacy Notice for our processing activities. Processing activities we carry out further to our clients’ instructions and/or requests fall outside the scope of this Privacy Notice. All information including personal data collected from the clients will be subject to attorney-client privilege. Such information will only be collected and processed within the scope of our legal services provided to the clients in conformity with our engagement to them. Necessary notifications regarding such processing activities are made by the relevant clients.

We may collect the following personal data through automated means such as our servers and electronic devices or non-automated means such as our document archives that are part of a data recording system:

1. Job Applications

Candidates applying for job openings are requested to share their resumes including name(s) and surname(s), date of birth, contact details provided by such person, education, professional qualifications, previous employment history.

In accordance with Article 5/1 of Data Protection Law, explicit consent of relevant person constitutes legal basis for processing above mentioned data.

Available positions at Okat Law are published on social media accounts and on our website, we collect personal data via such announcement on the mentioned platforms. This Privacy Notice shall also apply to applications that have not been made for specific openings as well. We process personal data of our potential colleagues for the purposes of the processes of suitability and competency assessment for the job vacancy and the establishment of the employment contract.

The applicant’s personal data will be deleted in accordance with the relevant legislation unless he/she is not offered a position at our law firm and/or when the personal data is outdated.

2. Newsletter and legal alert subscriptions

Okat Law provides with Newsletters and Client Alerts to its delivery list and as a personal data, name, surname and email address are processed for the purposes of performing the relevant delivery. If the relevant person, no longer wishes to receive e-mails from Okat Law with respect to the deliveries in question, they should contact Okat Law via following e-mail address: info@okatlaw.com or the email address to be provided by Okat Law or methods deemed acceptable via Okat Law. After receiving such request, personal data of the relevant data subject will be deleted from our delivery list in due course.

In accordance with Article 5/1 of Data Protection Law, explicit consent of relevant person constitutes legal basis for processing above mentioned data. The purposes of such processing are to share our publications and works with existing and potential clients and other individuals that are interested in our publications and work through mail, e-mail or other communications means; and to improve client relations and communication. We collect these data through our website and mail or email

Okat Law shares these data with third parties if there is an explicit consent of the data subject and/or unless for specific instructions received by the relevant data subject and/or unless it is required for the purposes of fulfilling a legal obligation.

3. Processing of clients' personal data

Personal data of Okat Law clients are strictly confidential and all personal data collected from the clients will be subject to attorney-client privilege. Such data will only be collected and processed within the scope of our legal services if there is an engagement clients in line with our engagement to them. These processing of this data will be based on the legal purposes of compliance with legal obligations, performance of contract, establishment, exercise or protection of a legal right and legitimate interest of the data controller. These data will not be shared with third parties unless for specific instructions received by the client or unless it is required for the purposes of fulfilling a legal obligation (such as AML obligations).

Data Subject Rights

You have the following rights under Law No. 6698 on Protection of Personal Data in relation to the processing of your Personal Data:

- (a) to learn whether the personal data is being processed,
- (b) if it is processed, to request information with regard to processing,
- (c) to learn purposes of the processing and whether they are used for such purpose or not;
- (d) to know the third persons within or outside the country to whom the personal data are transferred,
- (e) to request notifying third persons to whom the personal data are transferred, about the processes of deletion or correction of your personal data,
- (f) to object to negative consequences about you that are concluded as a result of analysis of the processed personal data exclusively by automatic means,
- (g) to claim indemnification if there is damage due to an unlawful personal data processing.

For your queries or requests regarding your personal data, please submit a written request to our current address at "Yapı Kredi Plaza C Blok Kat:17 No:41/11 Cömert Sok.Levent 34330 İstanbul- Turkey" through mail or by sending an e-mail to our present e-mail address at

info@okatlaw.com (from the e-mail address that you previously informed us of and that can be found under our records). Please note that your request should concern your own data, or if you are acting on behalf of another person, you must provide us with a special power of attorney covering the request. As per the regulations, your request shall include your name, surname, Turkish ID number (for foreigners, nationality information and passport number), proof of identity, and the contact information for where our response to your request should be sent.