**FOLKART YAPI SANAYİ TİCARET ANONİM ŞİRKETİ**

**PERSONAL DATA**

**PRESERVATION AND PROCESSING POLICY**

**FOLKART YAPI SANAYİ TİCARET ANONİM ŞİRKETİ**

**PERSONAL DATA PROTECTION AND PROCESSING POLICY**

Interlocutor:

All real persons, other than the employees of Folkart Yapı Sanayi Ticaret Anonim Şirketi, whose personal data is processed by Folkart Yapı Sanayi Ticaret Anonim Şirketi

Preparer:

Folkart Construction Industry Trade Joint Stock Company

Approved by:

Folkart Yapı Sanayi Ticaret Anonim Şirketi.

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# ENTRANCE

## Entrance

Folkart Yapı Sanayi Ticaret Anonim Şirketi (“ **Company** ”) attaches utmost importance to protecting the fundamental rights and freedoms of individuals, especially the privacy of private life regulated in Article 20 of the Constitution, in the protection and processing of personal data. In this context, in accordance with the Personal Data Protection Law No. 6698 (“ **Law** ” or “ **KVK Law** ”), it takes care to protect and process personal data in accordance with the law and acts with this understanding in all its planning and activities.

Our company does not consider the protection and processing of personal data, which is the basis of the privacy of private life, only within the scope of compliance with the legislation, but also puts the value it attaches to people as the basis of its approach. Acting with this awareness, our Company takes all necessary administrative and technical measures to protect and process personal data in accordance with the law.

## Purpose of the Policy

the Personal Data Protection and Processing Policy (“ **Policy** ”) is to protect and process personal data processed in accordance with the purpose of the Law, wholly or partially automatically or by non-automatic means provided that it is part of any data recording system, especially in accordance with Article 20 of the Constitution. To protect the fundamental rights and freedoms of individuals, including the privacy of private life, as regulated in Article 1, to the maximum extent and to inform personal data owners (the relevant person) about our company's obligations and the procedures and principles it will comply with in accordance with the Law. In line with the purpose of the Policy , it is aimed to ensure full compliance with the legislation in the protection and processing of personal data carried out by our Company and to protect the right to privacy and data security of personal data owners.

## Scope of the Policy

This Policy; Employee candidates, interns, company officials, company shareholders, subcontractors, suppliers, authors, service providers, group company customers, company customers, potential customers, company business partners, shareholders of business partners, officials of business partners, employees of business partners, provided that they are real persons, It has been prepared for visitors and third parties and will be applied within the scope of these specified persons. The Organization informs these personal data owners about the Law by publishing this Policy on its website. This Policy will not apply to legal entities in any capacity. For our company's employees, the "Personal Data Processing Policy for Employees" will be applied.

This Policy will apply to the relevant persons mentioned above, in case their personal data is processed by our Company by fully or partially automatic or non-automatic means provided that it is part of any data recording system. This Policy will not apply if the data is not included within the scope of "Personal Data" within the scope specified below or if the personal data processing activity carried out by our Company is not done in the ways specified above.

## Definitions

The concepts used in the implementation of this Policy have the following meanings:

|  |  |
| --- | --- |
| Explicit Consent | It is consent regarding a certain subject, based on informed consent and expressed with free will. |
| publicization | The concept of publicization, which means "making known to everyone", is listed in Article 5 of Law No. 6698 as one of the exceptions to the requirement to obtain the explicit consent of the natural person whose personal data is processed, which is necessary for the processing of personal data. |
| Lighting Obligation | It is the obligation of the data controller to inform the persons whose personal data it processes, by whom, for what purposes and on what legal grounds these data may be processed, and to whom it may be transferred, and for what purposes. |
| Related User | Persons who process personal data within the data controller organization or in line with the authority and instructions received from the data controller, excluding the person or unit responsible for the technical storage, protection and backup of the data. |
| Destruction | It refers to the deletion, destruction or anonymization of personal data. |
| Processing of Personal Data | Obtaining, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available, classifying or using Personal Data by fully or partially automatic or non-automatic means provided that it is part of any data recording system. It is any operation performed on data, such as blocking. |
| KVK Board | It is the Personal Data Protection Board. |
| Relevant Person / Personal Data Owner | Employee candidates, interns, company officials, company shareholders, subcontractor/supplier/author, service provider, group company customers, company customers, potential customers, company business partners, shareholders/officials of business partners whose Personal Data (including sensitive personal data) are processed It refers to employees, visitors, family members of employees/company officials/shareholders and third parties. |
| Personal Data | It is any information regarding an identified or identifiable natural person. |
| Organisation | It is the Personal Data Protection Authority consisting of the Board and the Presidency. |
| Automatically Processing Data | Computer, phone, watch, etc. It is a processing activity that takes place automatically, without human intervention, within the scope of pre-prepared algorithms through software or hardware features, carried out by devices with processors. |
| Special Personal Data | Data regarding race, ethnic origin, political thought, philosophical belief, religion, sect or other beliefs, appearance, association, foundation or union membership, health, sexual life, criminal conviction and security measures, as well as biometric and genetic data are special quality data. |
| Record | Data Controllers . |
| Company / Our Company | Folkart Yapı Sanayi Ticaret Anonim Şirketi. |
| Data Processor | It is a natural or legal person who processes Personal Data on behalf of the data controller, based on the authority given by the data controller. |
| Data Recording System | It refers to the recording system in which Personal Data is structured and processed according to certain criteria. |
| Data Category | It is a class of personal data belonging to a group or groups of data subjects in which personal data is grouped according to their common characteristics. |
| Data Subject Person Group | It is the relevant person group whose personal data the data controller processes. |
| Data Controller | It is the natural or legal person who determines the purposes and means of processing Personal Data and is responsible for establishing and managing the data recording system. |

## Enforcement of the Policy

Folkart Yapı Sanayi Ticaret Anonim Şirketi and entered into force on 02/07/2024, is published on the Company's website *(www.folkart.com.tr)* and made available to relevant persons.

# PROTECTION OF PERSONAL DATA



## Security of Personal Data

In accordance with the Law, our company takes all necessary administrative and technical measures to ensure the appropriate level of security in order to store personal data securely and to prevent unlawful processing and access of personal data. Administrative and technical measures taken regarding the security of personal data are regulated in detail in our Company's Personal Data Storage and Destruction Policy .

Our company has established the "Personal Data Protection Management System" to ensure compliance with the regulations in the Law and other legislation, and in this context , it has established the Personal Data Protection Committee to ensure the implementation of the Policy and other relevant policies.

## Audit

Our company carries out the necessary inspections and has them carried out in order to establish the data security described above and to ensure the regularity and continuity of the measures taken. The Personal Data Protection Committee oversees the measures taken for the security of personal data.

## Security

possibilities and implementation costs , to ensure that relevant data controllers and data processors do not disclose their personal data to anyone else in violation of the provisions of the Law and Policy and do not use it for purposes other than processing . In this context, information and training activities are carried out for Company employees about the Law and Policy, and relevant employees are made to sign confidentiality agreements as part of the recruitment process.

## Unauthorized Disclosure of Personal Data

If the personal data processed by our Company is obtained by others through illegal means, our Company carries out the necessary procedures to notify the relevant person and the KVK Board within the periods determined by the KVK Board. If deemed necessary by the KVK Board, this situation is announced on the KVK Board's website or by another method deemed appropriate by the KVK Board.

## Observing the Legal Rights of Relevant Persons

Our company observes all legal rights of relevant persons regarding the implementation of the Policy and the Law and takes all necessary measures to protect these rights.

## Protection of Special Personal Data

Data regarding individuals' race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothing, association, foundation or union membership, health, sexual life, criminal conviction and security measures, as well as biometric and genetic data of special quality is personal data. Our company is aware that special personal data are data that may cause the relevant person to be victimized or discriminated against if learned by others, and therefore, it carefully takes adequate measures determined by the Board to protect such personal data processed in accordance with the law. In this context; It has a separate policy and procedure (Security of Special Personal Data Policy) that is systematic, has clear rules, is manageable and sustainable.

# PROCESSING AND TRANSFER OF PERSONAL DATA



## General Principles in Processing and Transferring Personal Data

Personal data is processed by our company in accordance with the procedures and principles stipulated in the Law and this Policy. Our company complies with the following principles when processing personal data.

### Compliance with Law and Honesty Rules

Our company processes personal data in accordance with the relevant legislation and the requirements of the code of honesty and uses it within these limits. In accordance with the principle of compliance with the rule of honesty, our company takes into account the interests and reasonable expectations of the relevant persons while trying to achieve its goals in data processing. It acts to prevent the emergence of consequences that the person concerned does not expect and does not need to expect. In accordance with the Principle, it also ensures that such data processing is transparent to the data subject; Acts in accordance with its information and warning obligations.

### Be Accurate and Up to Date When Necessary

Our company ensures that the personal data it processes are accurate and up-to-date, taking into account the fundamental rights and legitimate interests of the relevant persons. In this context, it carefully takes into account issues such as determining the sources from which the data is obtained, confirming its accuracy, and evaluating whether it needs to be updated. In accordance with its active duty of care, our company always keeps the channels open to ensure that the personal data owner's information is accurate and up-to-date. Keeping personal data accurate and up-to-date is necessary to protect the interests of our Company as well as the fundamental rights and freedoms of the person concerned.

### Processing for Specific, Clear and Legitimate Purposes

Our company clearly and precisely determines the purpose of data processing and ensures that this purpose is legitimate. A legitimate purpose means that the personal data processed by our Company is related to and necessary for the work it performs or the service it offers. Our company does not process data for purposes other than these stated purposes. In this respect, it shows sensitivity in complying with the principle of certainty and clarity in legal transactions and texts in which the purposes of personal data processing are explained.

### Being Related to the Purpose for Processing, Limited and Proportionate

Our company ensures that the personal data processed are suitable for achieving the specified purposes and avoids the processing of data that is not relevant or needed to achieve the purpose. Our company does not collect or process personal data for purposes that do not exist or are expected to occur later. It fulfills the processing conditions set out in the Law as if it is starting the processing for the first time to process data to meet the needs that may arise later. It also limits the data processed to only what is necessary to achieve the purpose. Within the scope of the principle of proportionality, it establishes a reasonable balance between data processing and the purpose it is intended to achieve.

### Preservation for the Period Envisaged in the Relevant Legislation or Necessary for the Purpose for which they are Processed

If there is a period stipulated in the relevant legislation for the storage of data, our company complies with these periods; Otherwise, it retains personal data only for the period necessary for the purpose for which they are processed. If there is no valid reason for further storage of personal data by our company, the data in question is deleted, destroyed or anonymized. Procedures regarding the storage and destruction of personal data are regulated in detail in our Company's Personal Data Storage and Destruction Policy.

## Conditions for Processing Personal Data

Our company does not process personal data without the explicit consent of the relevant person. Personal data can only be processed without the explicit consent of the relevant person if one of the following conditions exists :

### Clearly Provided in Laws

Our company may process personal data without seeking the explicit consent of the relevant person in cases clearly provided for by law.

### It is Necessary for the Protection of the Life or Physical Integrity of the Person Who Is Incapable of Expressing His Consent Due to Actual Impossibility or whose Consent Is Not Recognized as Legally Valid.

Our company may process personal data without seeking explicit consent to protect the life or physical integrity of individuals in cases where consent cannot be disclosed or is not valid.

### It is Necessary to Process Personal Data of the Parties to the Contract, Provided That It is Directly Related to the Establishment or Performance of a Contract

If it is necessary to process the personal data of the parties to the contract directly related to the establishment or execution of a contract, our company may process the personal data of the relevant persons without seeking explicit consent, limited to this purpose, as a matter of ordinary course of life.

### It is mandatory for our company to fulfill its legal obligations

Our company, as the data controller, may process the personal data of the relevant person without seeking explicit consent when necessary in order to fulfill its legal obligations.

### It has been made public by the relevant person himself.

Our company; may process the personal data of the relevant persons, which have been made public by the relevant persons themselves, in other words, which have been disclosed to the public in any way, on a limited basis for the purpose of publicization, as it is accepted that the legal interest to be protected in the processing of such data, which has been made public by the relevant persons and thus can be known by everyone, is eliminated.

### Data Processing Is Necessary for the Establishment, Exercise or Protection of a Right

Our company may process the personal data of relevant persons without seeking explicit consent in cases where data processing is necessary for the exercise or protection of a legally legitimate right.

### It is mandatory for our company to process data for its legitimate interests, provided that it does not harm the fundamental rights and freedoms of the relevant persons.

Our company may process the personal data of relevant persons in cases where processing of personal data is necessary to ensure their legitimate interests, provided that it does not harm the fundamental rights and freedoms of the relevant persons protected under the Law and Policy. Our Company shows the necessary sensitivity to comply with the basic principles regarding the protection of personal data and to observe the balance of interests of our Company and personal data owners. What is meant by legitimate interest; It is a legitimate, effective, specific and readily existing interest that competes with the fundamental rights and freedoms of the person concerned. Our company takes additional protective measures to prevent harm to the rights of the person concerned. A reasonable balance is maintained between the interests of our company and the fundamental rights and freedoms of the person concerned.

## Conditions for Processing of Special Personal Data

Our company does not process sensitive personal data without the explicit consent of the relevant person. Special categories of personal data can only be processed without the express consent of the relevant person if one of the following conditions is met:

### Clearly Provided in Laws

of the relevant person may be processed without the express consent of the relevant person in cases clearly stipulated by law.

### For the Purpose of Protection of Public Health, Preventive Medicine, Execution of Medical Diagnosis, Treatment and Care Services, Planning and Management of Health Services and Financing

Special personal data regarding the health and sexual life of the relevant person may also be processed by persons under the obligation of confidentiality or authorized institutions and organizations for the purpose of protecting public health, preventive medicine, medical diagnosis, execution of treatment and care services, planning and management of health services and their financing. .

## Conditions for Transfer of Personal Data

Our company may transfer personal data to third parties on a limited basis and based on one or more of the following personal data processing conditions, in accordance with Article 8 of the Law, by taking the necessary security measures:

* The relevant person must have explicit consent,
* There is a clear regulation in the law regarding the transfer of personal data,
* Transfer of personal data is mandatory to protect the life or physical integrity of the relevant person or someone else and the relevant person is unable to express his/her consent due to actual impossibility or his/her consent is not given legal validity,
* It is necessary to transfer personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract,
* Personal data transfer is mandatory for our company to fulfill its legal obligations,
* Personal data has been made public by the personal data subject,
* Personal data transfer is mandatory for the establishment, exercise or protection of a right,
* Personal data transfer is mandatory for the legitimate interests of our company, provided that it does not harm the fundamental rights and freedoms of the person concerned.

Special personal data can be transferred based on one of the following conditions and provided that adequate precautions are taken:

* The relevant person must have explicit consent,
* There is a clear regulation regarding the transfer of this data.

### Conditions for Transferring Personal Data Abroad

Our company can transfer personal data abroad based on the explicit consent of the relevant person in accordance with Article 9 of the Law, by taking the necessary security measures.

However, in the event that one of the conditions specified in the second paragraph of Article 5 and the third paragraph of Article 6 of the Law is present, our Company can only use personal data from foreigners who are declared to have adequate protection by the KVK Board, without prejudice to the provisions of the international agreements to which Turkey is a party. It can also be transferred to countries or, in the absence of adequate protection, to foreign countries where the data controllers in Turkey and the relevant foreign country have committed in writing to adequate protection and where the KVK Board has permission, without seeking the explicit consent of the relevant person.

# PERSONAL DATA CATEGORIES AND DATA SUBJECT PERSON GROUPS



## Personal Data Categories

by categorizing it as follows :



|  |  |
| --- | --- |
| Identity | Data containing information about the identity of personal data owners: Name-surname, TR ID No., Date of Birth, Place of Birth, Gender, Marital status, TR ID card information (serial number, wallet number, father's name, registration number, place of issue, etc. ) |
| Communication | Contact information of personal data owners: Telephone number, E-mail address, Full address information, Corporate contact information (extension phone number, corporate e-mail address) |
| Selection and Placement Information | Application form, CV, data received from private employment agency, talent and personality test results, interview results, reference information. |
| personnel | Information processed to obtain information that will be the basis for the protection of personal rights of personal data owners: Registry number, title, unit information, social security/retirement information, driver's license information, military service status, leave information, body, height, weight information, etc. |
| Legal action | Data processed within the scope of the determination and pursuit of the Company's legal receivables and rights, fulfillment of its debts and legal obligations: Signature circular, contract information, power of attorney information, court and administrative authority decisions, information regarding receivables and rights, title deed and delivery information. |
| Physical Space Security | Personal data regarding records and documents taken when entering and staying in the physical locations of the Company: Entry-exit records, magnetic card records, security camera records, vehicle license plate, etc. |
| Transaction Security | While carrying out the Company's activities, personal data processed regarding the technical, administrative, legal and commercial security of both the personal data owner and the Company: IP and MAC address information, Security password and password information, etc. |
| finance | Personal data processed regarding information, documents and records showing the results of all kinds of financial relations established by the Company with personal data owners, as well as bank account information, payrolls, salary and premium details, credit card information, tax number, payment information, credit information, assets. and insurance information etc. informations. |
| Education Information | Professional information, education level, diploma information, foreign language information, education/course/certificate information/license information, etc. recorded during and after the recruitment process of personal data owners. informations. |
| Audiovisual Records | of personal data owners that can be taken outside the scope of physical location security, and other documents in which these data are transferred: Photos added to information forms, call center records, video interview and meeting records, etc. |
| Family Members and Relative Information | Relatives' Name, Surname, Relatives' TR Identity Number, date of birth, education, profession information, contact information. |
| Performance Information | Training activities and skills information, penalty/disciplinary information, performance evaluations, business travel/meetings information, customer reviews. |
| Sales and Marketing Information | Customer number, campaign information, order information, habit/like reports, cookie records. |
| Request/ Complaint Management Information | Identity information of the applicant, contact information of the applicant, contents of the request/ complaint , record of the transactions made regarding the request/complaint. |
| Communication Records | Communication data that can be obtained through the Company's communication and information systems: Corporate telephone call records, corporate mail and e-mail records, internet access logs , software logs. etc |
| **SPECIAL PERSONAL DATA** | |
| Health Information | Health data of personal data owners: Health reports, blood group information, etc. |
| Criminal Conviction and Security Measures | Documents containing information regarding criminal convictions and security precaution decisions about personal data owners: Criminal record information. |
| Biometric Data | Biometric data of personal data owners : Biometric data required to use fingerprint and facial recognition systems in company buildings . |
| Association, Foundation, Union Registration | Association memberships, foundation memberships and union registration information of personal data owners. |
| Location Information | Location information of personal data owners . |

## Data Subject Person Groups

Only natural persons can benefit from the protection of this Policy and the Law. Personal data owners in this scope are grouped as follows:

|  |  |
| --- | --- |
| Employee Candidate | They are real persons who have applied for a job in our company through any means or who have made their CV and related information available for review by our company. |
| Intern | They are real people who undergo a practical learning period in our Company in order to improve their professional knowledge and gain experience . |
| Company Shareholder | Folkart Yapı Sanayi Ticaret Anonim Şirketi. |
| Company official | Folkart Yapı Sanayi Ticaret Anonim Şirketi and other authorized persons. |
| Company Customer | They are real persons who use or have used the products and services offered by our company, regardless of whether they have any contractual relationship with our company. |
| Group Company Customer | These are the persons whose Personal Data is obtained through Folkart Yapı Sanayi Ticaret Anonim Şirketi. |
| Company Business Partner | They are real persons who are not included in the Customer, Subcontractor and Supplier groups, but are independent of our company with whom our company has a business relationship. |
| Partner Shareholder | They are natural persons or real person shareholders of legal entities that are not included in the Customer, Subcontractor and Supplier groups, but are independent of our company with which our company has a business relationship. |
| Partner Representative | They are real persons or natural person officials of legal entities who are not included in the Customer, Subcontractor and Supplier groups, but are independent of our company with whom our company has a business relationship. |
| Partner Employee | They are identified/identifiable employees of real or legal persons who are not included in the Customer, Subcontractor and Supplier groups, but are independent of our company with whom our company has a business relationship. |
| Subcontractor | They are real persons with whom our company has established a principal employer-subcontractor relationship through a contract. |
| Supplier | They are real persons who provide input, raw materials or products to our company in order to provide a product or service. |
| Author | They are real persons who provide input to our company in order to offer a product or service. |
| Potential Customer | They are real persons who have requested to use or are interested in our products and services, or whose interest has been evaluated in accordance with commercial practices and rules of honesty. |
| Service provider | Manages the provision of a service or services to the customer and provides the service or services in question They are real people. |
| Visitor | All real persons who have entered the physical premises of our company for various purposes or visited our websites for any purpose. |
| Third Party | the Folkart Yapı Sanayi Ticaret Anonim Şirketi Personal Data Protection and Processing Policy for Employees prepared for company employees and who are not included in any data subject group in this Policy. ( For example : Those who apply for requests and complaints ) |
| Employee/Company Officer/Company Shareholder Family Members | Folkart Yapı Sanayi Ticaret Anonim Şirketi Employees, Officials and Shareholders are family members. |

# PERSONAL DATA COLLECTION METHOD AND LEGAL REASON

## Personal Data Collection Method

Our company may collect personal data completely or partially, automatically or non-automatically, for the purposes specified in Article 6.1; in all kinds of oral, written and electronic media; collects data through but not limited to the following channels:

* Job application forms,
* Customer information forms,
* Various documents submitted to the organization,
* Mails and e-mails sent to the organization,
* Call center,
* Organization website,
* social media tools,
* Persons and companies that the organization provides services to or receives services from, and third parties such as business partners, subcontractors, companies from which it supplies services/products and group companies,
* Employment companies and job search portals ,
* mobile applications,
* Corporate communication accounts and devices,
* Organizational information systems and devices,
* Security cameras,
* Fingerprint and facial recognition systems,
* GPS, OGS, vehicle recognition and meal card etc. systems. (For Organizational Shareholders/Partners, Business Partner Officers, Business Partner Employees, Company Officials)
* Document-Mail-Software methods

## Legal Reason for Collecting Personal Data

Our organization collects personal data based on one of the following legal reasons in accordance with Articles 5 and 6 of the Law:

* Explicit consent of the person concerned,
* It is clearly stipulated in the law;
* Personal data has been made public by the relevant person himself,
* It is necessary to process personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract,
* It is mandatory for our organization to fulfill its legal obligations,
* Data processing is mandatory for the establishment, exercise or protection of a right,
* It is mandatory for our Organization to process data for its legitimate interests, provided that it does not harm the fundamental rights and freedoms of the persons concerned.

# PURPOSES OF PROCESSING PERSONAL DATA

## Matching Data Subject Person Groups with the Purposes of Processing Regarding Personal Data Categories

The matching of data subject person groups, whose definitions and scopes are given above, with the processing purposes for personal data categories is presented below: (Real persons can only be included in one person group.)

**Employee Candidate**

*Data Categories:* Identity, Communication, Visual and Audio Information, Personnel, Selection and Placement Information, Education Information, Communication Information, Performance Information, Criminal Conviction and Security Measures, Family Member and Relative Information

*Processing Purposes:* Conducting emergency management processes, Conducting employee candidate application processes, Conducting employee candidate/intern selection and placement processes, Conducting the application processes of employee candidates, Fulfilling employment contractual obligations arising from the legislation for employees, Conducting fringe rights and benefits processes for employees, Monitoring and execution of legal affairs, Planning of human resources processes, Conducting/supervising business activities

**Intern**

*Data Categories:* Identity, Contact, Selection and Placement Information, Educational Information, Performance Information, Visual and Audio Information, Health Information

*Purposes of Processing:* Carrying out emergency management processes, Carrying out employee candidate/intern selection and placement processes, Carrying out the application processes of employee candidates, Fulfilling the obligations arising from the employment contract legislation for employees, Ensuring Physical Space Security, Carrying out communication activities, Carrying out human resources processes, Work Execution/Supervision of Activities, Carrying out occupational health and safety activities, Carrying out occupational health and safety processes, Providing information to authorized public institutions and organizations

**Company Shareholder**

*Data Categories:* Identity, Communication, Transaction Security, Financial Information, Visual and Audio Information, Personnel Information, Selection and Placement Information, Education Information, Performance Information, Family Member and Relative Information, Physical Space Security, Communication Information, Request/Complaint Management Information , Legal Procedure Information, Health Information, Biometric Data, Location Information, Association , Foundation, Union Information, Criminal Conviction and Security Measures, Sales and Marketing Information

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee candidate/intern selection and placement processes, Carrying out employee satisfaction and loyalty processes, Fulfilling the obligations arising from the employment contract legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out training activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out assignment processes, Following up and executing legal affairs, Internal Conducting audit/investigation/intelligence activities, Conducting communication activities, Planning human resources processes, Conducting/supervising business activities, Conducting occupational health/safety activities, Receiving and evaluating suggestions for improving business processes, Conducting business continuity activities, After-sales of goods/services Carrying out support services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Organization and event management, Carrying out marketing analysis studies, Carrying out performance evaluation processes, Carrying out risk management processes, Carrying out storage and archive activities, Social responsibility and Carrying out civil society activities, Carrying out contract processes, Carrying out strategic planning activities, Tracking requests/complaints, Carrying out the wage policy, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Foreign personnel work and residence permit procedures, Carrying out investment processes, Talent/ Carrying out career development activities, Providing information to authorized public institutions and organizations, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Carrying out management processes, Creating and tracking visitor records

**Company official**

*Data Categories:* Identity, Communication, Financial Information, Transaction Security, Visual and Audio Information, Personnel Information, Selection and Placement Information, Education Information, Performance Information, Family Members and Relative Information, Sales and Marketing Information, Request/ Complaint Management Information, Communication Information, Physical Space Security, Legal Procedure Information, Health Information, Location Information, Biometric Data, Association/Foundation/Union Information, Criminal Conviction and Security Measures

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee satisfaction and loyalty processes, Fulfilling the obligations arising from the employment contract legislation for employees, Carrying out fringe rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out training activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out financial and accounting affairs , Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out assignment processes, Follow-up and execution of legal affairs, Carrying out communication activities , Planning human resources processes, Fulfilling the obligations arising from the employment contract legislation, Conducting/supervising business activities, Conducting occupational health and safety activities, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting storage and archive activities, Conducting contract processes, Carrying out strategic planning activities, Carrying out the wage policy, Ensuring the security of data controller operations , Foreign personnel work and residence permit procedures, Carrying out talent/career development activities, Providing information to authorized persons/institutions and organizations, Carrying out management activities , creating and tracking visitor records

**Company Customer**

*Data Categories:* Identity, Communication, Financial Information, Visual and Audio Information, Personnel, Communication Information, Sales and Marketing Information, Legal Procedure Information, Request/ Complaint Management Information, Education Information, Performance Information, Family Members and Relative Information, Selection and Placement Information, Physical Space Security, Health Information

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out audit/ethics activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Internal audit/investigation /conducting intelligence activities, Conducting communication activities, Conducting/supervising business activities, Conducting occupational health/safety activities, Receiving and evaluating suggestions for improving business processes, Conducting business continuity activities, Conducting goods/service purchasing processes, After-sales of goods/services Conducting support services, Conducting goods/service sales processes, Conducting goods/service/production and operation processes, Conducting customer relations management processes, Conducting activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Advertising/ Conducting campaign/promotion processes, Conducting risk management processes, Conducting social responsibility and non-governmental activities, Conducting contract processes, Conducting strategic planning activities, Following up on requests/complaints, Conducting product/service marketing processes, Ensuring the security of data controller operations, Conducting investment processes, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Creating and tracking visitor records,

**Group Company Customer**

*Data Categories:* Identity, Communication, Financial Information, Visual and Audio Information, Personnel, Communication Information, Sales and Marketing Information, Request/ Complaint Management Information, Education Information, Family Members and Relative Information, Performance Information, Legal Procedure Information, Physical Space Security

*Purposes of Processing:* Carrying out information security processes, Carrying out audit/ethics activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out communication activities, Carrying out business activities / auditing, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes Conducting customer relations management processes, Conducting activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting social responsibility and civil society activities, Carrying out contract processes, Carrying out strategic planning activities, Tracking requests/complaints, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Carrying out investment processes, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Creating and tracking visitor records

**Company Business Partner**

*Data Categories:* Identity, Contact, Financial Information, Visual and Audio Information, Communication Information, Sales and Marketing Information, Legal Transaction Information, Request/ Complaint Management Information

*Purposes of Processing:* Carrying out information security processes, Carrying out audit/ethical activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out communication activities, Carrying out/supervising business activities, Ensuring business continuity Carrying out activities, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes, Carrying out risk management processes, Carrying out contract processes, Following up on complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

**Shareholder of Business Partners**

*Data Categories:* Identity, Contact, Financial Information, Visual and Audio Information, Communication Information, Sales and Marketing Information, Legal Transaction Information, Request/ Complaint Management Information

*Purposes of Processing:* Carrying out information security processes, Carrying out audit/ethical activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out communication activities, Carrying out/supervising business activities, Ensuring business continuity Carrying out activities, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes, Carrying out risk management processes, Carrying out contract processes, Following up on complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

**Representative of Business Partners**

*Data Categories:* Identity, Contact, Financial Information, Visual and Audio Information, Communication Information, Sales and Marketing Information, Legal Transaction Information, Request/ Complaint Management Information

*Purposes of Processing:* Carrying out information security processes, Carrying out audit/ethical activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out commitment processes to companies/products/services, Ensuring physical space security , Carrying out communication activities, Carrying out/supervising business activities, Ensuring business continuity Carrying out activities, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes, Carrying out risk management processes, Carrying out contract processes, Following up on complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

**Employee of Business Partners**

*Data Categories:* Identity, Contact, Financial Information, Visual and Audio Information, Communication Information, Sales and Marketing Information, Legal Transaction Information, Request/ Complaint Management Information

*Purposes of Processing:* Carrying out information security processes, Carrying out audit/ethical activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out communication activities, Carrying out/supervising business activities, Ensuring business continuity Carrying out activities, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes, Carrying out risk management processes, Carrying out contract processes, Following up on complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

**Subcontractor**

*Data Categories:* Identity, Contact, Personnel, Financial Information, Performance Information, Legal Transaction Information, Penalty Deprivation and Security Measures, Visual and Audio Information, Selection and Placement Information, Education Information, Physical Space Security, Communication Information, Sales and Marketing Information, Request/Complaint Management Information, Location Information, Health Information.

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee satisfaction and loyalty processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out access authorizations, Complying with the legislation Proper execution of finance and accounting affairs, Carrying out commitment processes to the company/product/services, Ensuring physical space security, Carrying out assignment processes, Following up and executing legal affairs, Carrying out internal audit/investigation/intelligence activities, Carrying out communication activities, Planning human resources processes , Execution of human resources processes, Conducting/supervising business activities, Conducting occupational health and safety activities, Receiving and evaluating suggestions for improving business processes, Execution of goods/services/production and operation processes, Receiving and evaluating suggestions for improving business processes, Ensuring business continuity Carrying out activities, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting contract processes, Conducting strategic planning activities, Following up on requests/complaints, Conducting product/service marketing processes, Data controller Ensuring the security of operations, Conducting investment processes, Conducting talent/career development activities, Providing information to authorized public institutions and organizations, Providing information to authorized persons/institutions and organizations, Conducting management activities.

**Supplier**

*Data Categories:* Identity, Contact, Personnel, Financial Information, Performance Information, Legal Transaction Information, Penalty Deprivation and Security Measures, Visual and Audio Information, Selection and Placement Information, Education Information, Physical Space Security, Communication Information, Sales and Marketing Information, Request/Complaint Management Information, Location Information, Health Information.

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee satisfaction and loyalty processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out access authorizations, Complying with the legislation Proper execution of finance and accounting affairs, Carrying out commitment processes to the company/product/services, Ensuring physical space security, Carrying out assignment processes, Following up and executing legal affairs, Carrying out internal audit/investigation/intelligence activities, Carrying out communication activities, Planning human resources processes , Execution of human resources processes, Conducting/supervising business activities, Conducting occupational health and safety activities, Receiving and evaluating suggestions for improving business processes, Execution of goods/services/production and operation processes, Receiving and evaluating suggestions for improving business processes, Ensuring business continuity Carrying out activities, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting contract processes, Conducting strategic planning activities, Following up on requests/complaints, Conducting product/service marketing processes, Data controller Ensuring the security of operations, Conducting investment processes, Conducting talent/career development activities, Providing information to authorized public institutions and organizations, Providing information to authorized persons/institutions and organizations, Conducting management activities.

**Author**

*Data Categories:* Identity, Contact, Personnel, Financial Information, Performance Information, Legal Transaction Information, Penalty Deprivation and Security Measures, Visual and Audio Information, Selection and Placement Information, Education Information, Physical Space Security, Communication Information, Sales and Marketing Information, Request/Complaint Management Information, Location Information, Health Information.

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee satisfaction and loyalty processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out access authorizations, Complying with the legislation Proper execution of finance and accounting affairs, Carrying out commitment processes to the company/product/services, Ensuring physical space security, Carrying out assignment processes, Following up and executing legal affairs, Carrying out internal audit/investigation/intelligence activities, Carrying out communication activities, Planning human resources processes , Execution of human resources processes, Conducting/supervising business activities, Conducting occupational health and safety activities, Receiving and evaluating suggestions for improving business processes, Execution of goods/services/production and operation processes, Receiving and evaluating suggestions for improving business processes, Ensuring business continuity Carrying out activities, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting performance evaluation processes, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting contract processes, Conducting strategic planning activities, Following up on requests/complaints, Conducting product/service marketing processes, Data controller Ensuring the security of operations, Conducting investment processes, Conducting talent/career development activities, Providing information to authorized public institutions and organizations, Providing information to authorized persons/institutions and organizations, Conducting management activities

**Potential Customer**

*Data Categories:* Identity, Communication, Financial Information, Visual and Audio Information, Education Information, Performance Information, Communication Information, Sales and Marketing Information, Request and Complaint Management Information, Personnel, Family Members and Relative Information, Legal Procedure Information, Physical Space Security

*Purposes of Processing:* Conducting emergency management processes, Conducting information security processes, Conducting audit/ethics activities, Conducting activities in accordance with the legislation, Conducting finance and accounting affairs, Conducting company/product/service commitment processes, Ensuring physical space security, Conducting internal audit/investigation/intelligence activities , Carrying out communication activities, Carrying out/supervising business activities, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, Carrying out after-sales support services for goods/services, Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes , Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes, Carrying out risk management processes, Social responsibility and civil society Carrying out activities, Carrying out contract processes, Carrying out strategic planning activities, Tracking requests/complaints, Carrying out product/service marketing processes, Carrying out investment processes, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Creating and tracking visitor records

**Service provider**

*Data Categories:* Identity, Communication, Financial Information, Visual and Audio Information, Personnel, Selection and Placement Information, Training Information, Performance Information, Legal Transaction Information, Communication Information, Sales Marketing Information, Request Complaint Management Information, Physical Space Security Information, Health Information

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Carrying out employee satisfaction and loyalty processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out training activities , Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting processes, Carrying out commitment processes to companies/products/services, Ensuring physical space security, Carrying out assignment processes, Following up and carrying out legal affairs, Carrying out internal audit/investigation/intelligence activities, Communication Carrying out activities, Planning human resources processes, Carrying out/supervising business activities, Carrying out occupational health and safety activities, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, After-sales support services for goods/services Carrying out goods/service sales processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Carrying out marketing analysis studies, Carrying out performance evaluation processes, Advertising/campaigns/ Carrying out promotional processes, Carrying out risk management processes, Carrying out storage and archive activities, Carrying out social responsibility and non-governmental activities, Carrying out contract processes, Carrying out strategic planning activities, Following up on requests/complaints, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Carrying out investment processes, Carrying out talent/career development activities, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Creating and tracking visitor records,

**Visitor**

*Data Categories:* Identity, Communication, Visual and Audio Information, Financial Information, Personnel, Education Information, Performance Information, Physical Space Security Information, Communication Information, Request/Complaint Management Information, Legal Procedure Information

*Purposes of Processing:* Carrying out emergency processes, Carrying out information security processes, Carrying out audit/ethics activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out assignment processes, Carrying out communication activities, Carrying out business activities / audit, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, Carrying out goods/service sales processes, Carrying out goods/service/production and operation processes, Carrying out customer relations management processes, Customer Carrying out activities related to customer satisfaction, Organization and event management, Conducting marketing analysis studies, Conducting advertising/campaign/promotion processes, Conducting risk management processes, Conducting social responsibility and non-governmental activities, Conducting contract processes, Conducting strategic planning activities, Following up on requests/complaints, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations, Carrying out management activities, Creating and tracking visitor records.

**Third Party**

*Data Categories:* Identity, Contact

*Purposes of Processing:* Carrying out emergency management processes, Carrying out Employee Candidate/Intern Selection and Placement Processes, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Tracking and carrying out legal affairs, Carrying out communication activities, Carrying out/supervising business activities, Carrying out contract processes, Providing information to authorized persons/institutions and organizations

**Employee/Company Officer/Company Shareholder Family Members**

*Data Categories:* Family Members and Relative Information

*Purposes of Processing:* Carrying out emergency management processes, Carrying out information security processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out fringe rights and benefits processes for employees, Carrying out audit/ethical activities, Carrying out activities in accordance with the legislation, Company/product/services Conducting loyalty processes, Conducting communication activities, Conducting/supervising business activities, Conducting business continuity activities, Conducting after-sales support services for goods/services, Conducting goods/service/production and operation processes, Conducting customer relations management processes, Conducting marketing analysis studies, Carrying out advertising/campaign/promotion processes, Carrying out risk management processes, Carrying out social responsibility and non-governmental activities, Carrying out contract processes, Tracking requests/complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations,

* 1. **Personal Data Processing Activities Performed in Physical Locations**

In order to ensure security in our company's buildings and facilities, entrances and exits are recorded and common areas are monitored with cameras. There is information regarding this in areas where camera monitoring is carried out.

Records regarding the internet access offered in our company's buildings and facilities are recorded in accordance with the Law No. 5651 on the Regulation of Publications Made on the Internet and Combating Crimes Committed through These Publications and other legislation, and these records can be shared with authorized public institutions and organizations upon request and, when necessary, in the relevant audit activities. It can be used to fulfill legal obligations.

* 1. **Personal Data Processing Activities Performed on the Website**

Traffic information of online visitors visiting our website is automatically processed for the purpose of carrying out information security processes. On the other hand, in accordance with Law No. 5651 and other legislation, hosting providers have the obligation to record and store website traffic information.

Detailed explanations regarding personal data processed through the website are available on the relevant website.

* 1. **Personal Data Processing Activities Performed Through Communication Channels**

Call center, mail, e-mail, etc. Communications made through channels are audited and recorded by our company for the purpose of conducting/supervising business activities and tracking requests/complaints.

Relevant persons should use these channels only within the scope of their business activities.

# PURPOSES OF TRANSFER OF PERSONAL DATA AND PERSONS/ORGANIZATIONS TO WHICH THEY ARE TRANSFERRED

## Purposes of Transfer of Personal Data

Our company transfers personal data limited to the following purposes within the framework of the conditions specified in Articles 8 and 9 of the Law:

**Employee Candidate**

*Transferred Data Category:*

* Identity, *(Name/Surname, TR ID Number, Date/place of birth, Gender, Marital status)*
* Contact, *(Phone Number, E-mail address, Full address information, Corporate contact information)*
* Visual and Audio Information, *(Photo)*
* Personnel, *(Registry Number, Title, Unit information, Driving License information, Military status)*
* Selection and Placement Information, *(Application form, CV, data received from Private Employment Agency, Ability and personality test results, Interview results, Reference information)*
* Education Information, *(Occupational information, Education status, Diploma information, Foreign language information, Education/Course/certificate information, Undergraduate information)*
* Performance Information, *(Training activities and skill information)*
* Criminal Conviction and Security Measures, *(Criminal record information)*

*Purpose of Transfer:* Carrying out the selection and placement processes of employee candidates/interns, Carrying out the application processes of employee candidates, Providing information to authorized persons/institutions and organizations.

*Transferred to:* Natural persons or private legal entities, shareholders, authorized public institutions, suppliers, community group companies

**Intern**

*Transferred Data Category:*

* Identity, *(Name/Surname, TR Identity Number , )*
* Contact, *(Phone number, e-mail address)*
* Health, *(Health report, blood type)*

*Purpose of Transfer:* Carrying out emergency processes, Carrying out emergency management processes, Carrying out employee candidate/intern selection and placement processes, Fulfilling the obligations arising from the employment contract legislation for employees, Carrying out communication activities, Carrying out/supervising business activities, Carrying out occupational health and safety activities , Carrying out occupational health and safety processes, Providing information to authorized public institutions and organizations, Providing information to authorized persons/institutions and organizations,

*Place of Transfer:* Natural persons or private legal entities, shareholders, authorized public institutions, suppliers, group group companies

**Company Shareholder**

*Transferred Data Category:*

* Identity, *( Name, surname , TR ID number, date/place of birth, gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.))*
* Contact, *( Telephone number, E-mail address, Full address information, Corporate contact information (internal telephone number , corporate E-mail address,)*
* Transaction Security, *( Security passwords and passwords, IP and MAC addresses)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Financial Information, *( Bank account information, Tax number, Payslips, salary and premium details, Insurance information, Payment information, Credit information, Credit card information)*
* Visual and Audio Information, *(Photo, Sound recording, Camera recording)*
* Personnel, *(Registry number , title, unit, Social security/retirement information, Driving license information, Leave information, Military status, body/height/weight information)*
* Selection and Placement Information, *(Resume, Aptitude and personality test results, reference information)*
* Education Information, *(Occupational information, Education status, Diploma information, Foreign language information, Education/Course/certificate information/license information)*
* Performance Information, *(Training activities and skills information, Performance evaluations, Business travel/meetings information)*
* Communication Information, *(Corporate e-mail records, Corporate phone call records, Internet access logs , Software logs )*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Family Member and Relative Information, *(Relatives' name, surname, Relatives' TR ID number, Date of birth, education, occupation information, Contact information)*
* Legal Transaction, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title deed and delivery information)*
* Health Information, *(Health report, Blood type)*
* Biometric Data, *(Fingerprint)*
* Location , *( Location information)*
* Association, Foundation, Union Information, *(Association, foundation, union registration)*
* Criminal Conviction and Security Measures, *(Criminal record information)*

*Purpose of Transfer:* Carrying out emergency management processes, Carrying out information security processes, Fulfilling the obligations arising from the employment contract/legislation for employees, Carrying out audit/ethics activities, Carrying out training activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Carrying out communication activities, Ensuring physical space security, Carrying out assignment processes, Planning human resources processes, Monitoring and executing legal affairs, Carrying out/supervising business activities, Carrying out occupational health/safety activities, Taking measures to improve business processes, Carrying out activities to ensure business continuity, Carrying out after-sales support services for goods/services, Carrying out goods/services/production and operation processes, Organization and event management, Carrying out social responsibility and non-governmental activities, Carrying out contract processes, Carrying out marketing analysis studies, Carrying out performance evaluation processes, Tracking requests/complaints , Ensuring the security of data controller operations, Carrying out investment processes, Carrying out talent/career development activities, Providing information to authorized persons/institutions and organizations, Carrying out management activities

*Transferred to:* Natural persons or private legal persons, shareholders, authorized public institutions, suppliers, group companies,

**Company official**

*Transferred Data Category:*

* Identity, *( Name, surname , TR ID number, date/place of birth, gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.))*
* Contact, *( Telephone number, E-mail address, Full address information, Corporate contact information (internal telephone number , , corporate E-mail address, )*
* Financial Information, *( Bank account information, Tax number, Payslips, salary and premium details, Insurance information, Payment information, Credit information, Credit card information)*
* Personnel, *(Registration number , title, Social security/retirement information, Driving license information, Leave information, Military status, body/height/weight information)*
* Visual and Audio Information, *(Photograph, Camera recording)*
* Selection and Placement Information, *(Application form, CV, data received from Private Employment Agency, Ability and personality test results, Interview results, Reference information)*
* Education Information, *(Occupational information, Education status, diploma information, Foreign language information, Education/Course/certificate information/license information)*
* Performance Information, *(Training activities and skill information, Penalty/disciplinary information, Performance evaluations, Business travel/meetings information)*
* Communication Information, *(Corporate e-mail records, Corporate phone call records, Internet access logs , Software logs )*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Family Member and Relative Information, *(Relatives' name, surname, Relatives' TR ID number, Date of birth, education, occupation information, Contact information)*
* Legal Transaction, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title deed and delivery information)*
* Health Information, *(Health report, Blood type)*
* Biometric Data, *(Fingerprint)*
* Location , *( Location information)*
* Association, Foundation, Union Information, *(Association, foundation, union registration)*
* Criminal Conviction and Security Measures, *(Criminal record information)*

*Purpose of Transfer:* Carrying out emergency management processes, Carrying out information security processes, Fulfilling obligations arising from the employment contract/legislation for employees, Carrying out side rights and benefits processes for employees, Carrying out audit/ethics activities, Carrying out training activities, Carrying out access authorizations, Complying with the legislation Proper execution of finance and accounting affairs, Ensuring physical space security, Planning of human resources processes, Conducting communication activities, Conducting/supervising business activities, Conducting occupational health/safety activities, Conducting business continuity activities, Organization and event management, Performance evaluation processes Carrying out contract processes, Ensuring the security of data controller operations, Carrying out talent/career development activities, Providing information to authorized persons/institutions and organizations, Carrying out management activities

*Place of Transfer:* Natural persons or private legal persons, shareholders, authorized public institutions, suppliers, group companies,

**Company Customer**

*Transferred Data Category:*

* Identity, (Name/Surname, TR ID number, Date/place of birth, Gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.)
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Personnel, *(Registry number , title, unit information, Driving license information)*
* Sales and Marketing Information, *( Customer number, Campaign information, Order information, Habit/like reports, Cookie records)*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Finance, *(Bank account information, Tax number, Payment information, Credit information, Credit card information)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Visual and Audio Information, *(Photo, Sound recording, Camera recording)*
* Selection and Placement Information, *(Interview results)*
* Communication Information, *(Corporate e-mail records)*
* Family Members and Relative Information, *(Relatives' name, surname, Relatives' TR ID number, Date of birth, education, professional information, Contact information)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title Deed and Delivery information)*
* Health Information, *(Blood group)*

*Purpose of Transfer:* Carrying out information security processes, Carrying out audit/ethical activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out financial and accounting affairs,Carrying out commitment processes for companies/products/services, Ensuring physical space security, Carrying out communication activities, Tracking and executing legal affairs, Carrying out/supervising business activities, Receiving and evaluating suggestions for improving business processes, Carrying out activities to ensure business continuity, Procurement of goods/services Carrying out processes, Carrying out after-sales support services for goods/services, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Carrying out marketing analysis studies, Carrying out advertising/campaigns/promotion processes. Carrying out risk management processes, Carrying out contract processes, Tracking requests/complaints, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

*Transferred to:* Natural persons or private law persons, Group group companies, Authorized public institutions

**Group Company Customer**

*Transferred Data Category:*

* Identity, *(Name/Surname, TR ID number, Date/place of birth, Gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.)*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Personnel, *(Registry number , title, unit information, Driving license information)*
* Sales and Marketing Information, *( Customer number, Campaign information, Order information, Habit/like reports, Cookie records)*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Visual and Audio Information, *(Photos, sound recording, camera recording)*
* Finance, *(Bank account information, Tax number, Insurance information, Payment information, Credit information, Credit card information)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Communication Information, *(Corporate telephone call records, Corporate e-mail records, Internet access logs )*
* Family Members and Relative Information, *(Relatives' name, surname, Relatives' TR ID number, Date of birth, education, professional information, Contact information)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title Deed and Delivery information)*

*Purpose of Transfer:* Carrying out information security management processes, Carrying out audit/ethics activities, Carrying out access authorizations, Carrying out commitment processes to the company/product/services, Carrying out finance and accounting affairs, Ensuring physical space security, Following up and carrying out legal affairs, Carrying out communication activities, Business Carrying out/supervising activities, Carrying out activities to ensure business continuity, Carrying out goods/service purchasing processes, Carrying out goods/services/production and operation processes, Carrying out customer relations management processes, Carrying out activities related to customer satisfaction, Organization and event management, Carrying out marketing analysis studies , Carrying out advertising/campaign/promotion processes, Carrying out contract processes, Tracking requests/complaints, Carrying out product/service marketing processes, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations

*Transferred to:* Natural persons or private law persons, Group group companies, Authorized public institutions

**Company Business Partner**

*Transferred Data Category:*

* Identity, *(Name/surname, TR ID number, Date/place of birth, gender, marital status, TR ID card information ( serial number, wallet number, father's name, registration number, place of issue))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number, corporate E-mail address, ))*
* Finance, *(Bank account information, Tax number, Payment information)*
* Communication Information, *(Corporate e-mail records, Internet access logs )*
* Sales and Marketing Information, *(Customer number, Order information)*
* Request/Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Title Deed and Delivery information, Information regarding receivables and rights)*

*Purpose of Transfer:* Carrying out information security processes, Carrying out access authorizations, Carrying out/supervising business activities, Carrying out business continuity activities, Carrying out goods/services/production and operation processes, Carrying out risk management processes, Tracking requests/complaints, Ensuring the security of data controller operations, Providing information to authorized persons/institutions and organizations,

*Transferred to:* Real persons or private law persons, Group group companies, Authorized public institutions

**Shareholder/Officer/Employee of Business Partners**

*Transferred Data Category:*

* Identity, *(Name/surname, TR ID number, Date/place of birth, gender, marital status, TR ID card information ( serial number, wallet number, father's name, registration number, place of issue))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number, corporate E-mail address, ))*
* Finance, *(Bank account information, Tax number, Payment information)*
* Communication Information, *(Corporate e-mail records, Internet access logs )*
* Sales and Marketing Information, *(Customer number, Order information)*
* Request/Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Title Deed and Delivery information, Information regarding receivables and rights)*

*Purpose of Transfer:* Execution of information security processes, Execution of access authorizations, Monitoring and execution of legal affairs, Conducting/supervising business activities, Conducting business continuity activities, Conducting goods/services/production and operation processes, Conducting risk management processes, Following up on requests/complaints, Ensuring the security of data controller operations, Providing information to authorized persons, public/institutions and organizations,

*Place of Transfer:* Natural persons or private law persons, Group group companies, Authorized public institutions

**Subcontractor/Supplier/Author**

*Transferred Data Category:*

* Identity, *(Name/Surname, TR ID number, Date/place of birth, Gender, Marital status, TR ID card information (serial number, wallet number, father's name, registration number, place of issue, etc.))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Finance, *(Bank account information, Tax number, Payrolls, Salary and premium details, Insurance information, Payment information, Credit information)*
* Personnel, *(Registry number, Title, Unit information, Social security/retirement information, Driving license information, Leave information)*
* Performance Information, *(Performance evaluations, Business travel/meeting information, Professional information, Education status, Diploma information, Education/Course/certificate information/license information, Training activities and skill information)*
* Criminal Conviction and Security Measures, *(Criminal record information)*
* Request/Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Visual and Audio Information, *(Photo, Sound recording, Camera recording)*
* Communication Information, *(Corporate e-mail records, Corporate phone call records, Internet access logs , Software logs )*
* Sales and Marketing Information, *(Customer number, Campaign information, Order information)*
* Request/Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Location , *( Location Information)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title Deed and Delivery information)*
* Health Information, *(Health report, Blood type)*
* Criminal Conviction and Security Measures, *(Criminal record)*

*Purpose of Transfer:* Carrying out emergency management processes, Carrying out information security processes, Fulfilling the obligations arising from the employment contract/legislation for employees, Carrying out audit/ethics activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out financial and accounting affairs, Ensuring physical space security , Conducting/following up legal affairs, Conducting internal audit/investigation/intelligence activities, Conducting communication activities, Conducting/supervising business activities, Conducting occupational health and safety processes, Conducting business continuity activities, Receiving and evaluating suggestions for improving business processes, Goods/ Carrying out service/production and operation processes, Organization and event management, Carrying out performance evaluation processes, Carrying out risk management processes, Tracking requests/complaints, Carrying out contract processes , Ensuring the security of data controller operations, Carrying out talent/career development activities, Authorized public institutions and organizations Providing information, Providing information to authorized persons/institutions and organizations

*Transferred to:* Natural persons or private legal entities, shareholders, authorized public institutions, suppliers, community group companies

**Potential Customer**

*Transferred Data Category:*

* Identity, *(Name , surname , TR ID number , date of birth, place of birth, gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Visual and Audio Information, *(Photo, Sound recording, Camera recording)*
* Physical Space Security, *(Vehicle License Plates)*
* Sales and Marketing Information, *(Customer number, Campaign information, Order information, Habit/like reports)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Information regarding receivables and rights, Title deed and delivery information)*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*

*Transfer Purpose:* Carrying out information security processes, Carrying out commitment processes for companies/products/services, Ensuring physical space security, Tracking and executing legal affairs, Carrying out communication activities, Carrying out/supervising business activities, Carrying out business continuity activities, Carrying out goods/services/production and operation processes , Conducting goods/service sales processes, Conducting customer relations management processes, Conducting activities related to customer satisfaction, Conducting marketing analysis studies, Conducting advertising/campaign/promotion processes, Conducting contract processes, Following up on requests/complaints, Conducting product/service marketing processes, Authorized Providing information to individuals/institutions and organizations

*Transferred to:* Natural persons or private law persons, Group group companies, Authorized public institutions, Shareholders

**Service provider**

*Transferred Data Category:*

* Identity, *(Name , surname , TR ID number , date of birth, place of birth, gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Finance, *(Bank account information, Tax number, Payment information, Credit information, Credit card information, Insurance information)*
* Visual and Audio Information, *(Photograph, Camera Recording)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Personal Information, *(Registry number , title, unit information, Driving License Information)*
* Communication Information, *(Corporate e-mail records, Corporate phone call records, Internet access logs , Software logs )*
* Selection and Placement Information, *(Resume, Reference information)*
* Education Information, *(Occupational information, Education status, Diploma information, Education/Course/certificate information/license information)*
* Performance Information, *(Training activities and skills information, Business travel/meetings information, Performance evaluations)*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Sales and Marketing Information, *(Customer number, Campaign information, Order information)*
* Legal Transaction Information, *(Signature circular, Contract Information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title deed and delivery information)*
* Health Information, *(Blood group)*

*Purpose of Transfer:* Carrying out emergency management processes, Carrying out information security processes, Fulfilling the obligations arising from the employment contract/legislation for employees, Carrying out audit/ethics activities, Carrying out training activities, Carrying out access authorizations, Carrying out activities in accordance with the legislation, Carrying out finance and accounting affairs, Carrying out commitment processes to companies/products/services, Ensuring physical space security, Carrying out assignment processes, Following/executing legal affairs, Carrying out communication activities, Planning human resources processes, Carrying out/supervising business activities, Carrying out occupational health/safety processes, Improving business processes Taking and evaluating precautions, Carrying out activities to ensure business continuity, Carrying out goods/services/production and operation processes, Organization and event management, Carrying out performance evaluation processes, Carrying out advertising/campaign/promotion processes, Carrying out risk management processes, Carrying out contract processes, Demand/ Following complaints, Carrying out talent/career development activities, Carrying out product/service marketing processes, Providing information to authorized persons, public institutions/organizations, Providing information to authorized persons/institutions and organizations, Creating and tracking visitor records.

*Transferred to:* Natural persons or private legal entities, shareholders, authorized public institutions, suppliers, community group companies

**Visitor**

*Transferred Data Category:*

* Identity, *(Name , surname , TR ID number , date of birth, place of birth, gender, marital status, TR ID card information (serial number , wallet number , father's name, registration number , place of issue, etc.))*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*
* Finance, *(Bank account information, Tax number)*
* Visual and Audio Information, *(Photograph, Camera Recording)*
* Physical Space Security, *(Entry-exit records, Magnetic card records, Vehicle license plates)*
* Education Information, *(Occupational information, Education status, diploma information)*
* Performance Information, *(Performance evaluations)*
* Communication Information, *(Corporate e-mail records)*
* Sales and Marketing Information, *(Campaign information)*
* Request/ Complaint Management Information, *(Applicant's identity information, Applicant's contact information, Request/complaint contents, Record of transactions regarding requests/complaints)*
* Legal Transaction Information, *(Signature circular, Contract information, Power of Attorney information, Court and administrative authority decisions, Information regarding receivables and rights, Title Deed and Delivery information)*

*Transfer Purpose:*

Execution of information security processes, Ensuring physical space security, Conducting communication activities, Conducting/supervising business activities, Conducting/supervising business activities, Conducting goods/services/production and operation processes, Organization and event management, Conducting contract processes, Following up on requests/complaints, Providing information to authorized persons/institutions and organizations, creating and tracking visitor records

*Transferred to:* Natural persons or private legal persons, Shareholders, Group group companies, Authorized public institutions

**Third Party**

*Transferred Data Category:*

* Identity, *(Name, surname)*
* Contact, *(Phone number, E-mail address, Full address information, Corporate contact information (external phone number , , corporate E-mail address, ))*

*Purpose of Transfer:* Carrying out employee candidate/intern selection and placement processes, Following up and carrying out legal affairs, Conducting/supervising business activities, Providing information to authorized persons, public institutions/organizations , Providing information to authorized persons/institutions and organizations,

*Transferred to:* Natural persons or private legal entities, shareholders, authorized public institutions, suppliers, community group companies

**Employee/Company Officer/Company Shareholder Family Members**

*Transferred Data Category:*

* Family Members and Relative Information ( *Relatives' name, surname, Relatives' TR ID number, Date of birth, education, professional information, Contact information)*

*Purpose of Transfer:* Fulfilling the obligations arising from the employment contract/legislation for employees, Carrying out audit/ethical activities, Carrying out activities in accordance with the legislation, Carrying out/supervising business activities, Providing information to authorized persons/institutions and organizations, Carrying out communication activities, After-sales support of goods/services execution of services , execution of contract processes

*Place of Transfer:* Natural persons or private law persons, Group group companies, Authorized public institutions

## Persons/Organizations to whom Personal Data is Transferred

Our company can transfer personal data to the following persons and organizations, limited to the data subject groups and data required by the purpose of transfer :

* Shareholders,
* Group/Group companies,
* Subsidiaries and affiliates,
* Work partners,
* Suppliers,
* Authorized public institutions and organizations
* Real persons or private law legal entities ( organizations with which the Company cooperates in order to fulfill its contractual or legal obligations : Independent audit firms, insurance companies, law firms and banks, etc.)

# DESTRUCTION AND STORAGE PERIOD OF PERSONAL DATA

## Destruction of Personal Data

Without prejudice to the provisions regarding the destruction of personal data in other laws, our company may process the personal data it has processed in accordance with the provisions of this Law and other laws in accordance with the Personal Data Storage and Destruction Policy in case the reasons requiring processing are eliminated.deletes, destroys or anonymizes it ex officio or upon the request of the relevant person.

Deletion of personal data refers to the process of making personal data inaccessible and unusable for the relevant users in any way.

Destruction of data; It refers to the process of making personal data inaccessible, irretrievable and unusable by anyone.

Anonymization of data, masking of personal data, variable extraction, generalization, etc. It refers to the process of making it impossible to associate it with an identified or identifiable natural person in any way, even if it is matched with other data using techniques.

## Storage Periods of Personal Data

Our company stores personal data in accordance with the periods stipulated in laws and other legislation. If there is no retention period prescribed by law or other legislation, personal data is stored for the period required to achieve the purpose of processing that personal data in accordance with our company's Personal Data Storage and Destruction Policy, and is then deleted, destroyed or anonymized within the framework of periodic destruction periods.

# CLARIFICATION OF THE PERSONAL DATA OWNER AND THEIR RIGHTS ACCORDING TO THE KVK LAW

## Disclosure of the Relevant Person

Our company informs the relevant persons during the acquisition of personal data in accordance with Article 10 of the KVK Law. In this context, it clarifies the identity of the company representative, if any, the purpose for which personal data will be processed, to whom and for what purpose the processed personal data can be transferred, the method and legal reason for collecting personal data, and the rights of the personal data subject.

## Situations Where the Policy and Law Will Not Be Fully or Partially Applicable

The provisions of this Policy and the Law will not apply in the following cases:

* Processing of personal data by natural persons within the scope of activities related to themselves or their family members living in the same residence, provided that they are not given to third parties and obligations regarding data security are complied with,
* Processing of personal data for purposes such as research, planning and statistics by anonymizing them with official statistics,
* Processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that it does not violate national defence, national security, public security, public order, economic security, privacy of private life or personal rights or constitute a crime,
* Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defence, national security, public safety, public order or economic security ,
* Processing of personal data by judicial authorities or enforcement authorities regarding investigation, prosecution, trial or enforcement proceedings.

Provided that it is in accordance with and proportionate to the purpose and basic principles of this Policy and the Law, the 10th article, which regulates the data controller's obligation to inform, the 11th article, which regulates the rights of the data subject, except for the right to request compensation for damage, and the 16th article, which regulates the obligation to register in the Data Controllers Registry, are as follows: It will not be applied in cases where:

* Processing personal data is necessary for the prevention of crime or criminal investigation,
* Processing of personal data made public by the relevant person,
* Processing of personal data is necessary for the execution of auditing or regulatory duties and disciplinary investigation or prosecution by public institutions and organizations and professional organizations that are public institutions, based on the authority granted by the law,
* Personal data processing is necessary to protect the economic and financial interests of the State regarding budget, tax and financial matters.

## Rights of the Relevant Person in accordance with the Personal Data Protection Law

In accordance with Article 10 of the Law, our company informs the relevant persons of their rights, provides guidance on how to use these rights, and carries out the necessary internal functioning, administrative and technical arrangements for all these. The rights that persons whose personal data are processed have in accordance with Article 11 of the Law are listed below:

* Learning whether personal data is being processed or not,
* Requesting information if personal data has been processed,
* Learning the purpose of processing personal data and whether they are used for their intended purpose,
* Knowing the third parties to whom personal data is transferred at home or abroad,
* Requesting correction of personal data if they are incomplete or incorrectly processed,
* Requesting the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the Law,
* To request that the transactions (correction and destruction) carried out in accordance with paragraphs (d) and (e) of Article 11 of the Law be notified to third parties to whom personal data has been transferred,
* Objecting to the emergence of a result that is unfavorable to the person by analyzing the processed data exclusively through automatic systems,
* Request compensation for damages in case of damage due to unlawful processing of personal data.

Requests and applications regarding the implementation of the Law can be submitted in writing to the address " *Manas Bulvarı Adalet Mahallesi No:47 K:43 Bayraklı/İzmir " by filling out the application form on our website (www.folkart.com.tr) or sent through a notary public.* It can be transmitted electronically using a secure electronic signature or mobile signature.

can also be sent to [info@folkart.com.tr,](mailto:info@folkart.com.tr) if there is an e-mail address of the relevant person who has been previously notified to our Company and registered in the Company's system .

In requests and applications,

* Name, surname and signature if the application is written,
* TR ID number for citizens of the Republic of Turkey, nationality, passport number or identification number, if any, for foreigners,
* Residence or workplace address subject to notification,
* E-mail address, telephone and fax number for notification, if any,
* Demand

to be present .

Information and documents regarding the subject must be added to the application.

Our company finalizes the requests in the application free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. However, if the transaction in question requires an additional cost, the fee in the tariff determined by the Board may be charged.

Our company may accept the request or reject it by explaining the reason and notify the relevant person in writing or electronically of its response. If the request in the application is accepted, our company will fulfill the requirements as soon as possible and inform the relevant person. If the application is due to our company's error, the fee received will be refunded to the relevant person.

In cases where the application is rejected, the response is found to be insufficient, or the application is not responded to in due time; The relevant person has the right to lodge a complaint with the Board within thirty days from the date of learning the answer and, in any case, within sixty days from the date of application.