

## **INFORMATION TEXT ON PERSONAL DATA PROTECTION**

### **1. Data Controller**

This information text was prepared by Teknopanel Çatı ve Cephe Pan. Ürt. San. ve Tic. A.Ş. as a data controller within the scope of Article 10 of Personal Data Protection Law no. 6698 and “Communique on Principles and Procedures to Be Followed in Fulfillment of the Obligation to Inform” for our esteemed visitors, customers, suppliers, business contacts and related persons, with whom we have commercial or business relations. All personal data shared with our Company can be processed in compliance with laws, prudently and in connection with the purposes of our activities and services.

### **2. Definitions**

**2.1. Personal Data:** All information related to an identified or identifiable real person,

**2.2. Processing of Personal Data:** All kinds of processes on data, such as obtaining personal data with fully or partially automated or (on condition of being part of a data recording system) non-automated methods, and recording, storing, keeping, modifying, reorganizing, disclosing, transferring, taking over, making available, classifying or preventing the use of the same,

**2.3. Receiver Group:** Category of real or legal persons, to which the data controller transfers personal data,

**2.4. Related Person:** Real person whose personal data is processed,

**2.5. Data Recording System:** All kinds of media containing personal data processed with fully or partially automated or (on condition of being part of a data recording system) non-automated methods,

**2.6. Data Controller:** Real or legal person who determines the purposes and means of processing personal data and who is responsible for the installation and management of data recording system,

### **3. Purpose of Processing Personal Data**

Our Company processes your Identity Data (name-surname, mother’s/father’s name, date of birth, place of birth, marital status, ID card copy, T.R. ID no., photo, gender, signature, etc.), Contact Data (address, e-mail address, phone n., etc.), Personnel Data (payroll information, disciplinary proceedings, work commencement records, CV details, performance assessment reports, etc.), Legal Action Data (information on correspondences with judicial authorities and on case files, etc.), Security of physical Location (records of entry/exit, camera records, etc.), Transaction Security (IP address, website login and logout information, password and keyword information, etc.), Financial (bank account details, etc.), Professional experience (diploma information, training courses attended, vocational training courses, certificates, etc.), Audio-Visual Records (photo-digital, video), Healthcare Information (medical reports etc.), Customer Transactions (call center records, invoice, notes, check information, payment receipt information, order information, request information, etc.), Marketing (shopping history, surveys, cookies, information obtained through campaigns, etc.).

Our Company processes your personal data for the following purposes:

#### **Your Personal Data:**

- Carrying out emergency management processes
- Carrying out information security processes
- Carrying out audit/ethical activities
- Carrying out the activities in accordance with legislation
- Carrying out finance and accounting works
- Carrying out company/product/service loyalty processes

- Ensuring security of physical location (imagery recording with security cameras in our company's entrance doors, external walls and service areas for the purposes of ensuring building security etc.)
- Following and carrying out legal affairs
- Carrying out communication activities
- Carrying out/controlling business activities
- Carrying out occupational health/safety activities
- Carrying out activities to ensure business continuity
- Carrying out logistics activities
- Carrying out goods/service procurement processes
- Carrying out support services after sales of goods/services
- Carrying out goods/service sales processes
- Carrying out goods/service manufacturing and operation processes
- Carrying out customer relationship management processes
- Carrying out storing and archiving activities
- Following up requests/complaints
- Ensuring security of movable properties and resources
- Carrying out supply chain management processes
- Informing authorized persons, institutions and organizations
- Carrying out advertisement/campaign/promotion processes
- Carrying out contract processes
- Carrying out investment processes
- Creating and following visitor records  
in accordance with personal data processing conditions specified in Articles 5 and 6 of PDPL.

#### **4. Transfer of Personal Data**

Our Company acts as stipulated in PDPL for the transfer of personal data.

##### **Your Personal Data may be transferred to:**

- Institutions and organizations allowed by the provisions of Law on Regulation of Publications on the Internet and Suppression of Crimes Committed by Means of Such Publications, Turkish Commercial Law, Tax Procedure Law, Personal Data Protection Law no. 6698 and other legislations; and statutory bodies such as Personal Data Protection Authority, Ministry of Finance, Ministry of Customs and Trade, Ministry of Labor and Social Security, and Information and communication Technologies Authority,
- Our shareholders,
- Our business partners,
- Real or legal persons whom we receive contractual services from and cooperate with in order to carry out our activities as a Company, and who are responsible with us for taking data security measures such as storing all kinds of personal data, and preventing unauthorized access and illegal processing,  
within the framework of procedures and principles stipulated in related legislation and in accordance with the conditions and purposes for transfer of personal data as specified in Articles 8 and 9 of PDPL.

Personal data may be transferred abroad if required for the performance of labor contract and other situations stipulated in law, provided that the foreign country of transfer has adequate protection, or -in the absence of adequate protection- data controllers in Turkey and related foreign country guarantee adequate protection in written and adhere to Law no. 6698 and related legislation.

## **Method and Legal Reason of Collecting Personal Data**

Your personal data may be obtained through all kinds of documents, forms, reports etc. submitted to us by our visitors, customers, suppliers, business contacts and related persons, with whom we have commercial or business relations in the processes of establishing and maintaining business relations with our Company, and through non-automated methods (on condition of being part of a data recording system).

Your personal data may also be obtained or collected through automated or partially-automated systems.

Our Company collects and processes your personal data for the following legal reasons:

- It is expressly stipulated in laws
- It is necessary to process personal data of parties to the contract, provided that it is directly related to the execution or performance of the contract
- It is compulsory for our Company to fulfil its legal obligations
- Data processing is compulsory for establishing, exercising or protecting a right
- Data processing is compulsory for our Company's legitimate interests, provided that it does not harm fundamental rights and freedoms
- You expressly give consent for cases other than the abovementioned legal reasons

for purposes specified in this information text.

### **5. Rights of Related Person**

We would like to inform you that you -as a Related Person- have the following rights pursuant to Article 11 of Law:

- To learn whether your personal data are processed,
- To request information if your personal data are processed,
- To learn the purpose of processing the personal data and whether they are used in compliance with the respective purpose,
- To know learn the third persons to whom your personal data is transferred at home or abroad,
- To request correction if your personal data are processed incomplete or inaccurate manner,
- To request deletion or disposal of personal data with the provisions stipulated in relevant legislation,
- To request that the third parties such data are transferred to are informed on corrections, deletions and disposals as per relevant legislation,
- To object to any unfavorable circumstances arising from the analysis of personal your data exclusively by means of automated systems,
- To claim for damages if you suffer loss as your personal data are not processed in accordance with law.
- 

You can submit your applications on your above-cited rights to our Company by filling out the Data Owner Application Form accessible on our website. As a related person, your requests on such rights, submitted in written to our Company address at Mersin – Tarsus OSB 7. Cad. No: 10 Akdeniz/Mersin and to [teknopanel@hs03.kep.tr](mailto:teknopanel@hs03.kep.tr) via secure electronic signature, mobile signature or electronic mail address, which you previously notified to our Company and is registered in our Company's system at [info@teknopanel.com.tr](mailto:info@teknopanel.com.tr), shall be assessed and finalized within 30 (thirty) days. It is compulsory that requests submitted by the related person include name-surname of the related person, signature in case of a written application, TR ID no. or nationality and passport number (or ID no.) in case of a foreign person, residential or business address (if any) for communication, electronic mail address and phone/fax number (if any) for notification, and subject of request.

If the request is replied in written, our Company reserves the right to charge based on the tariff stipulated by legislation. If the request is replied in a recording medium such as CD or flash memory, our Company may charge the related person for the cost of the recording medium.

### **Amendments in the Text**

Our Company may amend the provisions in this text at any time upon publication. Provisions amended by our Company shall become effective on the date they are published.