

KÖSEMEN MAKİNA PARÇA İMALİ SAN. VE TİC. LTD. ŞTİ.	PERSONAL DATA PROTECTION LAW	Version	1.1
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1. DEFINITIONS

Personal Data: Any information related to an identified or identifiable natural person,

Personal Data Protection Law (“PDPL”): Personal Data Protection Law No. 6698, which was published in the Official Gazette on April 7, 2016 and entered into force,

Data Processor: A natural or legal person who processes Personal Data on behalf of the Data Controller based on the authority granted by the Data Controller,

Data Controller: A natural or legal person who determines the purposes and means of processing Personal Data and is responsible for the establishment and management of the data recording system.

Kösemek Makina Parça İmalî San.ve Tic. Ltd. Şti. takes the highest possible security measures to ensure that your personal data is collected, stored and shared in accordance with the law and to protect its confidentiality.

Our aim is to inform you in the most transparent way, in accordance with Article 10 of the Personal Data Protection Law No. 6698 and in line with your satisfaction, about the ways your personal data is collected, the purposes of processing, the persons shared with, legal reasons and your rights.

2. IDENTITY OF THE DATA CONTROLLER

In accordance with the Personal Data Protection Law No. 6698 (“Law No. 6698”), your personal data will be collected and processed by Kösemek Makina Parça İmalî San. ve Tic. Ltd. Şti. (“COMPANY”), operating at Acısu Mahallesi Vatan Cadde No: 22/ Kartepe KOCAELİ, as the data controller, within the scope explained below.

3. PURPOSES OF PROCESSING PERSONAL DATA

Our company may collect personal data from parties such as employees, candidate employees, relatives of employees, supplier employees, supplier officials, product and service recipients, shareholders/partners, potential product or service recipients and visitors in the categories of identity information, contact information, location, personnel, legal proceedings, physical space security, workplace security, finance, professional experience, visual and audio records, religion, health information, criminal conviction and security measures, signature and handwriting for the following purposes.

Your collected personal data;

For employees;

Providing information to authorized persons, institutions and organizations, carrying out storage and archive activities, carrying out occupational health / safety activities, carrying out communication activities, following up and carrying out legal affairs, carrying out finance and accounting affairs,

carrying out audit / ethics activities, carrying out fringe benefits and benefits processes for employees, fulfilling obligations arising from employment contracts and legislation for employees, carrying out emergency management processes, carrying out training activities, carrying out internal audit / investigation / intelligence activities, carrying out / auditing business activities, carrying out contract processes, legitimate interest of the company, carrying out assignment processes, carrying out wage policy, ensuring physical space security.

For Employee Relatives;

Fulfillment of Employment Contract and Legislative Obligations for Employees

For the Product or Service Recipient and the Supplier Official;

Conducting Business Activities, Conducting Goods/Service Sales Processes, Conducting Goods/Service Purchasing Processes, Monitoring and Conducting Legal Affairs, Ensuring Physical Space Security

For Employee Candidates and Interns;

Conducting the Application Processes of Employee Candidates, Conducting the Selection and Placement Processes of Employee Candidates / Interns / Students, Conducting the Assignment Processes, Providing Information to Authorized Persons, Institutions and Organizations, Ensuring Physical Space Security

For Shareholders and Partners, Potential Product or Service Buyer, Supplier Employee;

It will be processed in accordance with the personal data processing conditions and purposes specified in Articles 5 and 6 of Law No. 6698 for the purpose of Ensuring Physical Space Security and Carrying Out Business Activities.

4. TRANSFER OF PERSONAL DATA

Your personal data collected is limited and proportionate to the achievement of the above-mentioned purposes; İş ortaklarına,

- Social Security Institution and Other Authorized Public Institutions and Organizations,
- Banks and Legally Authorized Institutions and Organizations,
- Natural Persons or Private Law Legal Entities
- It may be transferred within the framework of the personal data processing conditions and purposes specified in Article 8 of Law No. 6698.

5. METHOD AND LEGAL REASON FOR COLLECTING PERSONAL DATA

Your personal data; It is collected verbally, in writing or electronically by real or legal persons who process data on behalf of our Company for the purposes specified above within the framework of legal legislation, within the scope of the performance of the contract, fulfillment of legal obligations, establishment of a right, the legitimate interests of the data controller provided that it is clearly foreseen in the laws and does not harm the fundamental rights and freedoms of the relevant person, and also with the explicit consent of the relevant persons in the cases specified in the law regarding explicit consent, through various contracts, invoices, application forms, physical environment image records, through written or verbal communication channels with our Company.

6. RIGHTS OF THE PERSONAL DATA OWNER STATED IN ARTICLE 11 OF THE LAW NO. 6698

In this context, personal data owners have the right to;

- a) Learn whether personal data has been processed,
- b) Request information if their personal data has been processed,
- c) Learn the purpose of processing personal data and whether they are used in accordance with their purpose,
- d) Know the third parties to whom personal data is transferred domestically or abroad,
- e) Request correction of personal data if it is processed incompletely or incorrectly and request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- f) Request deletion or destruction of personal data if the reasons requiring processing are eliminated despite the fact that it has been processed in accordance with the provisions of Law No. 6698 and other relevant laws and request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- g) Object to the emergence of a result against the person by analyzing the processed data exclusively through automated systems,
- h) Request compensation for the damages incurred due to the processing of personal data in violation of the law.

If you forward your requests regarding the use of your rights specified above to the registered mail address of Kosemen Makina Parça İmalı San. Ve Tic. LTD. ŞTİ. Acısu Mahallesi Vatan Cadde No: 22/ Kartepe KOCAELİ, kosemen@kosemenmakina.com in accordance with the Application procedures specified in the Communiqué on the Principles and Procedures of the Data Controller Application, our Company will finalize the request as soon as possible and within thirty days at the latest, depending on the nature of the request. In applications, only information about the applicant will be provided, and it will not be possible to obtain information about other family members and third parties. The Company reserves the right to verify your identity before responding.

In your application;

- a) Your name, surname and signature if the application is in writing,
- b) For citizens of the Republic of Turkey, your T.R. your identity number, if you are a foreigner, your nationality, passport number or your identity number if you have one,
- c) Your place of residence or workplace address for notification,
- ç) Your e-mail address, telephone and fax number for notification, if any,
- d) Your request subject,

it is mandatory and if any, information and documents related to the subject must be added to the application.

According to the nature of your request, information and documents that will allow identification must be provided to us completely and accurately. If the requested information and documents are not provided as required, the COMPANY may experience problems in conducting the research to be conducted based on your request in a complete and qualified manner. In this case, the Company declares that it reserves its legal rights. Therefore, your application must be sent completely and including the requested information and documents according to the nature of your request.

Name and Surname:

T.R. Identity Number:

Date and Signature: